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| <b>TITLE: Research, Evaluation, Accountability, Learning and Monitoring (REALM) and Documentation Coordinator</b>   |  |
| <b>TEAM/PROGRAMME: POD</b>  | <b>LOCATION: Bardibas field office</b> |
| <b>GRADE: 3</b>   | <b>CONTRACT LENGTH: Fixed Term</b>     |
| <p><b>CHILD SAFEGUARDING: (select only one)</b><br/> Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>  |  |
| <p><b>ROLE PURPOSE:</b></p> <p>Save the Children believes every child deserves a future. In Nepal and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p>The program aims to support the achievement of the Sustainable Development Goals (SDGs) in developing countries by developing a complementary partnership between KOICA and Civil Society Organizations (CSOs). This strategic collaboration, based on a comprehensive cooperation framework agreement, follows the approach used by OECD DAC member countries for long-term partnerships between the government and civil society.</p> <p>REALM and Documentation Coordinator will manage the REALM (Research, Evaluation, Accountability, Learning, and Monitoring) functions for the KOICA SPP program. The purpose of the position is to ensure accurate project documentation in compliance with project plans, and manage records for accountability, monitoring and data for program learning and reporting. This role contributes to ongoing development of the project by facilitating data management and the sharing of knowledge.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p> |  |
| <p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to: Project Manager</b><br/> <i>Technical Reporting line: Senior MEAL Coordinator- BFO</i></p> <p><b>Staff reporting to this post:</b><br/> <b>Direct: NA</b><br/> <b>Indirect: Partners MEAL team</b></p> <p><b>Budget Responsibilities:</b><br/> <b>Role Dimensions:</b> Save the Children works across two provinces within the country reaching to over 1.5 million populations annually. Save the Children is working closely and/or in partnership with different ministries/departments, NGOs, private sectors and civil societies to implement programs related to child rights and participation under its 7 thematic priorities</p>  |  |
| <p><b>KEY AREAS OF ACCOUNTABILITY:</b><br/> <b>Overall Role:</b></p>  |  |

- Manage the REALM functions, ensuring effective monitoring, evaluation, and learning systems are developed and functioning.
- Establish and maintain accountability mechanisms, ensuring that project stakeholders, including beneficiaries, can provide feedback and input.
- Lead the designing, planning, and implementing of baseline, mid-term, and final evaluations to measure project impact and outcomes. Collect, analyze, and document case studies, lessons learned, and best practices to capture the project's impact and support learning.
- Prepare high-quality reports, integrating data analysis and evidence-based findings to support donor reporting and stakeholder communication.
- Work closely with project teams and external stakeholders to align REALM activities with project objectives and ensure data-driven decision-making.
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**Baselines and Evaluations:**

- Prepare Terms of Reference (ToR) for baseline, mid-term, final evaluation and research
- Identify the areas of the research to be carried by the project and be prepared accordingly in close collaboration with technical persons.
- Design study including sampling frame, methodology and data collection tools
- Facilitate and ensure annual indicator survey of project are conducted on timely manner
- Ensure every survey is conducted on timely manner in program districts.
- Provide technical support in the field to program team while conducting CRSA, CMIS, child participation quality service delivery survey.
- Analyze (conduct cross tabulations, perform statistical tests) baseline, midterm and evaluation datasets as per the need and requirement of program team.

**Monitoring and Reporting:**

- Support project team in developing/ updating quality benchmarks
- Conduct periodic program monitoring visits against quality benchmark's and provide feedback to the program team
- Follow up with project team for implementing agreed actions plan developed after monitoring
- Provide technical support and guidance to program team in planning, monitoring and reporting
- Involve with project staff to collect case studies/success stories of different projects
- Support to design study including sampling frame, methodology and data collection tools.
- Ensure and support to conduct annual indicator surveys of the projects periodically.
- Collect quarterly output level progress and enter into Project on Track (POT) and PRIME system
- Collect project specific Key Performance Indicator (KPI) information and report on quarterly basis

**Data/Information Management and documentation:**

- Prepare profile of SCI working Palikas
- Gather, compile and update project information from available secondary sources periodically including CMIS.
- Review and provide inputs on developing OPMIS for the project.
- Develop and maintain sectoral database on beneficiary coverage (total reach) and share with team on a regular basis (Monthly, quarterly, annually)

**Accountability:**

- Provide inputs in strengthening accountability mechanisms in each project intervention
- Provide regular support to the project team in the areas of accountability, e.g. information sharing, Reporting, and responding of Feedback in the feedback and response mechanism
- Review monthly accountability report and coordinate with projects team to ensure feedback are responding on timely manner

Support to establish FRM system at district and PNGOs office **Learning:**

- Facilitate to prepare project specific learning agenda
- Conduct assessment on identify learning agenda and share findings with project team
- Ensure a dedicated session on learning is planned in every project review meeting
- Create learning sharing platform to the project and partner's staff

**Coordination, representation and others:**

- Coordinate with MEAL colleagues within BFO and program operation department
- Ensure partners staff are familiar with SCI MEAL system
- Provide capacity Strengthening support to partners MEAL staff
- Provide MEAL support during emergency situation

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

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| <b>Integrity:</b>   |              |
| <ul style="list-style-type: none"> <li>honest, encourages openness and transparency; demonstrates highest levels of integrity</li> </ul>  |              |
| <b>QUALIFICATIONS AND EXPERIENCE</b>  |              |
| <ul style="list-style-type: none"> <li>Master’s degree in Social Sciences, Development Studies, or a related field.</li> <li>At least 3 years of experience in monitoring, evaluation, documentation and learning for development projects. (5 years of experience with bachelor degree)</li> <li>Proven experience in leading project evaluations and documenting case studies.</li> <li>Familiarity with accountability mechanisms and REALM frameworks.</li> </ul>   |              |
| <b>Skills:</b>  |              |
| <ul style="list-style-type: none"> <li>Strong analytical skills, with proficiency in data collection and analysis tools.</li> <li>Excellent writing and documentation skills to produce case studies and reports.</li> <li>Effective communication and interpersonal skills for stakeholder engagement.</li> <li>Ability to work independently and manage multiple priorities.</li> <li></li> </ul>   |              |
| <b>Additional job responsibilities</b>  |              |
| The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.   |              |
| <b>Equal Opportunities</b>  |              |
| The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.   |              |
| <b>Safeguarding obligation:</b>   |              |
| The position holder is responsible to ensure that their conduct is in line with the SCI’s Code of Conduct and key safeguarding policies and ensure that we keep children and adult, at risk, and communities safe from abuse, exploitation, harassment, and risk of harm in and through our work. The position holder must raise any concerns they may have about potential breach of Code of Conduct or key safeguarding policies; or the way we operate as an organization through appropriate safeguarding channels. |              |
| <b>Health and Safety</b>  |              |
| The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.   |              |
| <b>Safeguarding our Staff:</b>  |              |
| The post holder is required to carry out the duties in accordance with the SCI Code of Conduct and SCI anti-harassment policy   |              |
| <b>JD written by:</b>   | <b>Date:</b> |
| <b>JD agreed by:</b>  | <b>Date:</b> |
| <b>Updated By:</b>  | <b>Date:</b> |
| <b>Evaluated:</b>   | <b>Date:</b> |