

**WWF NEPAL PROGRAM
POSITION DESCRIPTION**

Name	:	
Position Title	:	Monitoring & Evaluation Assistant
Reports to	:	Senior M&E Officer
Base Station	:	Kathmandu

I. Major Function

WWF Nepal implements conservation projects and programs under its Strategic Plan (2017-2021), contributing to WWF's four major global goals/themes - namely Wildlife, Forests, Climate & Energy and Freshwater, and one cross-cutting theme Governance. The conservation projects and program are monitored at two level – impact and outcome level for the goals/themes results and outcome/output level for projects results. The organization uses monitoring matrixes that support Results Chain/log-frames/Theory of Change. The Monitoring and Evaluation Assistant will assist mainly in database management to support organization level M&E system. Under the direct technical supervision of the Senior Database and Monitoring Officer, s/he will be responsible for maintaining and updating the central database system in close coordination with the field program unit and field offices. S/he will be supporting in the implementation of various Monitoring and Evaluation (M&E) activities.

II. Major Duties and Responsibilities:

1. Database Management

Under the direct supervision of the Senior Monitoring and Evaluation Officer, the M&E Assistant will be responsible to assist on maintaining and updating the overall database system for WWF Nepal. S/he will work in close coordination with the Monitoring and Evaluation Associate to provide data need to field program units, themes and field offices, as and when required.

2. Periodic Assessments

Support in periodic assessments that will be initiated by M&E unit, field program and themes. During such assessment s/he will be responsible for collecting data from field and data entry in guidance of Senior Monitoring and Evaluation Officer.

3. Support in regular monitoring visits

Assist in conducting regular field monitoring visit at project and program level within WWF Nepal's priority landscapes (TAL, CHAL and SHL) and National Conservation Priority Area (NCPA).

4. Project and Program Reporting

The Monitoring and Evaluation Assistant will assist in preparing the project reports from various donors and WWF Network's annual and biannual reports at program level. S/he will be supporting in compiling the data to substantiate results (outputs, outcome and impact). S/he will also support in reviewing the final narrative of these reports and confirm the consistency of the information based on WWF Nepal's database.

September 2018

5. Project workplan tracking

The Monitoring & Evaluation Assistant will assist in project workplan tracking and update the database accordingly.

6. Assist in knowledge management and documentation

S/he will support to ensure that lessons learned, and proactive learning is incorporated in the performance reports. S/he will assist the Senior M&E Officer in conducting assessments for capturing learnings of the program implementation.

7. Any other duties

Any other duties in relation to the above as assigned by the Supervisor.

III. Supervisory Responsibility

None

IV. Working Relationships

Internal: Interacts frequently with Monitoring and Evaluation Associate, program staff, operations staff and field staff

External: Regularly communicates and networks with partner organizations as relates to the position description.

V. Minimum Requirement

Knowledge: A Bachelors degree in Environment Management, Development or a related field

Experience: The ideal candidate for this position will have at least one years of work experience in monitoring particularly in database management. Knowledge and use of staistical tools will be added value.

Skills and Abilities: The ideal candidate for this position will have a high level of attention to detail as well as a high level of enthusiasm for his/her work and the organization. Good skills in microsoft office programs along with strong communication and organizational skills is desired. The candidate should be effectively able to prioritize and work under time constraints, using initiative and judgement. Strong interpersonal and team-player skills are essential.