

**WWF NEPAL
HARIYO BAN PROGRAM
POSITION DESCRIPTION**

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| Name | : | |
| Position Title | : | Monitoring & Evaluation Associate |
| | | Hariyo Ban Program |
| Reports to | : | Monitoring, Evaluation and Documentation Officer |
| | | Hariyo Ban Program |
| Base Station | : | Kathmandu |

I. Major Function

The Hariyo Ban Program II aims to increase ecological and community resilience in the Chitwan-Annapurna Landscape (CHAL) and the Terai Arc Landscape (TAL) through two specific objectives: i) Improve the conservation and management of GoN-identified biodiverse landscapes - CHAL and TAL and ii) Reduce climate change vulnerabilities in CHAL and TAL. The Monitoring and Evaluation Associate will primarily focus on database management and associated tasks in close coordination with the M&E Team.

II. Major Duties and Responsibilities:

1. Database Management

Under the direct supervision of the Monitoring, Evaluation and Documentation Officer, the M&E Associate will be primarily responsible for maintaining and updating the online database system in close coordination with the program units and field office, as required. S/he will assist the consortium partners in reviewing existing database formats for necessary improvements and update the user's guideline accordingly. S/he will work together with M&E team to upgrade the online database system as required. Uploads the data into the USAID's TraiNet system as required.

2. Data Quality Assessment

Carries out regular Data Quality Assessment (DQA) at Consortium and Implementing Partners to ensure the quality of data across all levels. S/he will support M&E Associates in TAL and CHAL to conduct DQA to meet the data quality goal of the M&E Unit.

3. Community log book

Conducts regular field monitoring at NRM group level in CHAL and TAL to ensure proper use of community log book, for avoiding double counting of the beneficiaries. S/He will support M&E focal persons of consortium partners to update the status of community log book at their respective NRM groups and calculate the real beneficiaries at the end of each fiscal year by using community log book.

4. Data visualization

Coordinates with WWF GIS Associate to generate maps for improving data visualization of the program. Ensure upload of GIS coordinates, polygon and polyline in database formats in online system by all consortium partners. S/he will provide necessary support to database focal persons from consortium and implementing partners to update the GIS data in the system.

5. Performance Indicator Tracking Table (PITT)

S/he will be solely responsible for update of PITT with reference sheet of all indicators. Works with core team and M&E Specialist to regularly update, revise and finalize PITT and shares with senior management as an evidence for adaptive decision making.

6. Capacity Building

Assists the Monitoring, Evaluation and Documentation Officer, in facilitating workshop/training events to capacitate the program staffs at consortium and implementing partners on database management, data quality assessment and community log book.

7. Performance reporting

The M&E Associate will review the performance reports submitted by the Consortium Partners to verify consistency against database and narrative reports. S/he will review the final narrative reports produced by the M&E Unit and confirm the consistency of the information in reports with the database.

8. 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 other 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 two years of work experience in monitoring particularly in database management. Knowledge and use of statistical tools is required.

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.