

Position	Monitoring, Evaluation and Documentation Coordinator (MEDC)	Grade	V
Department & Location	Loo Niva Child Concern Group Community Mobilization of Early Grade Reading Program (EGRP)	Date	1st June 2018
Reports to (position):	Program Manager		
Purpose:	<p>Loo Niva Child Concern Group has been working on basic service delivery especially on quality education, education governance and right to education from child rights perspectives to the marginalized children with an emphasis on girls and Dalit since its establishment in 1997. Main thrust of its strategic work is to empower local people especially children, child clubs, youth and marginalized groups so that they are able to hold the local agencies and governments more accountable and responsive towards their rights to education including in emergency.</p> <p>Loo Niva continuously works to create a link between children, adults and the government agencies from child rights based approach to development. This approach consists: i) empowering rights holders; ii) sensitizing and strengthening duty bearers; and, iii) Advocating for child friendly policies and practices especially on basic service delivery.</p> <p>It works with the community at the grassroots level and advocates policy at the National level on Child Rights, and Right to education. It has good network and coordination with local government, state authorities, NGOs, and local communities. It is contributing together and leading in National coalitions holding the key portfolios.</p> <p>Loo Niva Child Concern Group has signed a contract with RTI International for implementing and managing community mobilization component (IR3) of the Early Grade Reading Program (EGRP) in Dadeldhura District. The overall purpose of the community mobilization of EGRP is to increase family and community support for the improvement of early grade reading for children from grades one to three. Loo Niva Child Concern Group will work directly with school, School Management Committees (SMCs), Parent Teacher Associations (PTAs), Local Education Units (LEUs), Early Grade Reading sub-committee and all relevant community structures in close coordination with the Education Development and Coordination Unit (EDCU) and local governments and Local Education Units (LEUs) at local level for implementing activities related to community mobilization in Dadeldhura District.</p>		

Dimensions of Role:

Monitoring, Evaluation and Documentation Coordinator (MEDC) is responsible for the documentation of progress, implementation of monitoring and evaluation framework under EGRP's community mobilization of EGRP, and support program team to review the achievement from quality perspective by in-depth analysis of existing data and reports. The position requires to document performance following the project's requirement and report progress against the targets/indicators in Dadeldhura District. He/she is will prepare progress reports, fact sheets, dashboard of progress in line with the RFA and project application and subsequent contract documents agreed and signed between RTI and Loo Niva Child Concern Group. The MEDC works closely with Program Manager (PM), Community Mobilization Officers (CMOs) and interns to ensure that all community mobilization activities are implemented properly and complemented the quality specified in the agreement. Additionally, he/she is responsible for the documentation of entire progress, including success stories, lesson learnt in a prescribed format. He/She establishes a system to record all progress, performance of activities and be liable to all documentation works related to the project's achievement. He/she adheres to EGRP community mobilization strategy and guideline during the time of designing, implementing and monitoring of the program activities.

Key Responsibilities

Monitoring and Evaluation

- Prepare a project implementation monitoring and evaluation framework and orient project staffs on how to follow the framework to ensure a proper documentation.
- Support project team to develop evidences of all project activities in prescribed forms and formats.
- Develop a master database to keep up-to-date performance related to EGRP activities at each field location.
- Design project progress dashboard to update key information of project achievement.
- Assist field teams linking their respective monitoring and evaluation activities to a general and common frame.
- Enhance capacity of CMOs and interns in M&E aspect so as to ensure quality reporting from the field.

Design and implement database platform, reporting structure and documentation of Community Mobilization of EGRP

- Prepare monthly progress reports and cost reporting, gather necessary evidence to back up the progress, and to ensure activities are implemented in line with the desired project activities.
- Prepare and document the success stories, best practices, and lesson learned and share with EGRP team, community, local, and district level line agencies as appropriate.
- Engage with the EGRP project team to ensure that key project indicators are tracked on regular basis and progress are reported to EGRP.
- Prepare/Produce/develop other necessary periodic reports, digital and non-digital information related to community mobilization of EGRP ensure donor compliance, including the branding and marking standards.
- Provide support to Program Manager to develop qualitative/quantitatively reports and ensure a timely submission of those reports to EGRP.
- Other relevant task as assigned by supervisor and/or required by EGRP.

Communications and Working Relationships:

EGRP Project contact:

Position	Reasons for contact	Level (high, medium, low)
Executive Director	Contribute to achieve an overall progress and ensure high-level of coordination for timely deliverables	Medium
Program Manager	Documentation of day to day progress of community mobilization works	High
EGRP district and regional team	Quality and timely reporting covering the entire progress of the project	High
CM specialist/Sr. CM Advisor	Ensure qualitative deliverables	Medium
Project staffs	Day to day operation and documentation of activities progress	High

External Parties:

Position	Reasons for contact	Level (high, medium, low)

Schools/PTAs/LEUs/Education Development and Coordination Unit	Ensure quality implementation and proper documentation	High
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Knowledge, Skills and Behaviors:

- Bachelor's degree in education, social work, or other related discipline
- At least 3 years' experience in designing, implementing, monitoring, evaluation, and documentation of project.
- Experience in database management is preferred
- Competent on computer skills office package, specially advance knowledge of Microsoft Excel, Access, SPSS and other database platform
- Strong oral and written communication skills in both English and Nepali language

Physical Environment:

- The position will be based in Loo Niva Field Office Dadeldhura, Tufan Danda and will require to perform frequent field . He/she will have to works with a team of officials who are form multi-cultural and multi-lingual backgrounds.

Certification

I have carefully reviewed this Job Description and am satisfied that it fully and accurately describes the requirements of the position.

MANAGER:

Name

Signature

Date

I have read the Job Description and agree to undertake the activities and responsibilities specified above. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as and when required within the mandate of Loo Niva Child Concern Group.

POSITION HOLDER

Name

Signature

Date