

RASTRIYA ROJGAR PRAWARDHAN KENDRA (RRPK)

LALBANDI, SARLAHI

Job Scope

Job Position/Title: MEAL Officer

Background:

Rastriya Rojagar Prawardhan Kendra (RRPK) is a non-governmental, non-profit making social development organization, established in 2061 BS (2004AD) by a team of active professionals with long experience in the field of integrated community development, specifically community organization, health and disability, HIV and AIDS, Community forestry, micro-finance, gender and empowerment, good governance, child rights, Inclusive Education in Nepal (SIKAI), Livelihood, Safe Migration, DRR and WASH. RRPK is registered under Society Registration Act, 2034, at the District Administration Office of Sarlahi. It is affiliated with the Social Welfare Council (SWC) Nepal and a member of NGOCC and Federation Sarlahi. RRPK started its social development programme in Sarlahi district since 2005.

RRPK has a partnership with World Vision International Nepal (WVI Nepal) and is leading the project implementation in Sarlahi District. WVI Nepal's Country Strategy 2026–2030 is designed to improve the well-being of 1 million vulnerable children across Nepal. It aligns with national efforts to achieve the Sustainable Development Goals (SDGs) and integrates World Vision's core project models and approaches through the **Integrated Program** within WVI Nepal's Area Programs (APs), ensuring a focused response to key child well-being issues in respective APs. Each Area Program has developed a tailored implementation plan through a participatory and consultative process led by the local NGO partner who leads the project in the respective district/location. These partners will establish dedicated teams to lead and manage project execution.

As the implementing partner, the organization establishes a dedicated project team to effectively lead and manage program execution in close coordination with WVI Nepal and local stakeholders. Within this structure, the MEAL Officer plays a critical role in strengthening monitoring, evaluation, accountability, and learning (MEAL) systems throughout the project cycle. The position ensures the generation of high-quality, reliable data to support evidence-based decision-making, enhances accountability to affected populations, and promotes a culture of learning and adaptive management.

The MEAL Officer works closely with program teams, community stakeholders, and WVI Nepal to ensure that project performance, compliance, and learning requirements are met with high quality standards. The role requires strong coordination, analytical thinking, and a proactive approach to integrating evidence and learning into program improvement, thereby contributing to effective, accountable, and sustainable programming outcomes.

Reports to: Programme Manager

Position Purpose

Under the supervision of the Program Manager/Coordinator, the MEAL Officer is responsible for strengthening monitoring, evaluation, accountability, and learning systems to ensure quality project implementation and evidence-based decision-making ensuring effective implementation of MEAL systems across project areas. The role leads data collection, verification, analysis, reporting, and knowledge management processes, ensuring the availability of accurate and timely information to measure project performance, outcomes, and impact.

The position focuses on collecting, compiling, verifying, analyzing, and managing program data to support evidence-based planning, monitoring, reporting, and learning. The MEAL Officer will also support WV MEAL requirements, including baseline, monitoring, and evaluation processes, while strengthening accountability systems and improving overall program quality

Key Responsibilities:

Monitoring and Evaluation

- Ensure quality data collection by respective position staff of the project using standard tools, methodologies, and formats (both qualitative and quantitative).
- Monitor project activities regularly to observe quality concerns and verify progress and data accuracy.
- Update and maintain beneficiary information and project progress information in systems such as CommCare and other databases.
- Maintain updated project databases, output indicator values, and related documentation in close collaboration with project implementation team.
- Compile, analyze, and present monitoring findings in regular review meetings with highlights on area for improvements.
- Conduct data verification in documents, systems and reports to ensure accuracy and consistency.
- Analyze the programme/project data (using PBI dashboard)
- Facilitate corrective actions based on monitoring findings and follow up on recommendations.
- Provide guidance and capacity support to field staff, volunteers, and enumerators for accurate data collection on different components of the project.
- Support and actively contribute to baseline, midline, endline, AIM/AIM+ studies, and other evaluations.
- Coordinate with local governments and stakeholders to obtain approvals and collect secondary data for assessments and studies.

Reporting and Documentation

- Prepare and submit monthly, and periodic MEAL reports with key findings and actionable recommendations.
- Support preparation of high-quality donor and management reports with reliable and accurate data and other evidence.
- Document success stories, case studies, best practices, and lessons learned.
- Ensure proper documentation and filing of all MEAL-related data, reports, and records including monitoring findings.

Accountability and Community Engagement

- Establish and operate information provision system on key aspects of the project (such as sharing key message on Technical Program to communities and stakeholders, message on community feedback and response mechanism, beneficiary selection process and criteria etc)
- Establish, operationalize, and strengthen Community Feedback and Response Mechanism (CFRM) for the project.
- Ensure feedback/complaints are recorded, tracked, responded to, and closed in a timely manner.
- Share key project information with communities, including beneficiary selection criteria, entitlements, and feedback processes.
- Facilitate transparent and inclusive beneficiary selection, including focus on Most Vulnerable Children (MVC) and adults.
- Refer sensitive or WVI Nepal related complaints to WVI Nepal in a timely manner.
- Prepare periodic accountability reports, including feedback and response status.
- Promote accountability standards, participation, and community engagement during field visits.

Learning and Knowledge Management Information Management Systems

- Facilitate reflection meetings, review sessions, and after-action reviews to document and analyze learnings for replication and improvement.
- Support extraction and documentation of lessons learned, good practices, and innovations.
- Capture and share learning internally and with WVI Nepal to improve program quality and innovation.
- Support organization of MEAL- related training, workshops, and learning events.
- Ensure proper use and updating of digital data systems such as CommCare or other platforms.
- Ensure data quality, integrity, confidentiality, and security.
- Maintain organized databases for easy retrieval and reporting.

Coordination and Capacity Building

- Work closely with project teams, peer NGOs, and WV MEAL teams to ensure alignment integrated programming and collaboration.
- Strengthen capacity of staff, volunteers, and partners on MEAL business components particularly on tools and processes.
- Coordinate with local authorities, stakeholders, and district-level structures on need basis(e.g., DPAC meetings).
- Provide logistical and technical support during field studies, surveys, and assessments.

Child and Adult Safeguarding and Sponsorship Responsibilities

- Support the organization in implementing child and adult safeguarding policies and standards.
- Adhere to compliance with safeguarding audits, assessments, and reporting requirements.
- Support implementation of sponsorship activities according to WVIN sponsorship protocols and standards.
- Ensure registered children's participation is properly reflected in reporting platforms.
- Support operationalization of Child Sponsorship Standards, Development Project Standards, and sponsorship integration across programming phases.
- Monitor and verify Sponsorship Operations to ensure compliance, quality standards, and effective implementation.
- Manage, validate, analyze, and report RC/RCF participation data from sponsorship systems, identifying gaps and recommending corrective actions.
- Support sponsorship feasibility assessments, risk management processes, and maintenance of sponsorship databases and tracking tools.
- Lead child feedback and satisfaction assessments and ensure findings inform programme and sponsorship planning.
- Facilitate reflection, learning, and continuous improvement processes for Sponsorship in Programming (SiP).
- Strengthen the capacity of Field Mobilizers and project staff on monitoring, data quality, participation tracking, and reporting.
- Collect and document evidence of project impact, including stories of transformation and other communication materials for sponsors and stakeholders.

Contribute to project components and initiatives in the AP, including sponsorship operations

- Advise project team to improve the project performance and Contribute to risk assessments, contingency planning, capacity building, and stakeholder coordination to strengthen community resilience, safeguard development gains, and promote the continuity of essential services during emergencies and disasters.
- Contribute to Registered Children's participation in different interventions and are well reported in the reporting platforms provided.
- Contribute to operationalization of World Vision's Child Sponsorship standards, Development Programme Standards and sponsorship integration in all phases of programming

Education Knowledge and Experience

- Bachelor's degree in Public Health, Agriculture, social science, Statistics or development studies or a related field.
- Minimum 2 years of relevant experience in monitoring, evaluation, accountability, and learning, preferably in NGO/INGO settings.
- Experience with digital data collection tools and databases (e.g., MS Excel, CommCare, or similar platforms).
- Strong analytical, reporting, and facilitation skills.
- Experience in surveys, research, and evaluation processes is an asset.

Skills and Competencies

- Strong knowledge of qualitative and quantitative data collection methodologies.
- Understanding of program logic, indicators, and M&E frameworks.
- Ability to design/adapt tools aligned with indicators.
- Strong communication, presentation, and report writing skills.
- Proficiency in computer applications (Word, Excel, PowerPoint, databases).
- Ability to work under pressure and manage multiple tasks.
- Strong teamwork, collaboration, and stakeholder engagement skills.
- Ability to represent the organization at district and stakeholder levels
- Strong training, facilitation, coaching, and mentoring skills, with the ability to build the capacity of project staff, partners, and community stakeholders.

- Strong analytical, problem-solving, and data interpretation skills, with the ability to translate findings into practical programme improvements.
- Excellent report writing, documentation, and communication skills, including the preparation of technical, quarterly, semi-annual, and annual reports.
- Strong organizational and coordination skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Ability to work effectively in multicultural and multidisciplinary teams while promoting gender equality, inclusion, and safeguarding standards.