



JOB DESCRIPTION

M&E CUM DOCUMENTATION OFFICER

Organisation: Yuwalaya

Project: Skills for Dignified Work: Empowering Urban Women in Lalitpur

Location: Yuwalaya Office, Lalitpur (with regular field visits within Lalitpur wards)

Contract Type: Fixed-term, 8 months (with possibility of extension subject to performance and funding)

Reports to: Programme Officer / Senior Program Manager, Yuwalaya

Application Deadline: 2 September 2026

ABOUT YUWALAYA

Yuwalaya is a youth-led civil society organisation based in Lalitpur, Nepal, working since 2013 to promote the rights, dignity, and sustainable livelihoods of marginalised girls, young women, and women workers. As an implementing partner of Oxfam Nepal's Valuing Women's Work (VWW) Gender Justice project, Yuwalaya has deep community roots in Lalitpur's domestic worker communities and a strong track record of rights-based advocacy, women's organising, and livelihood programming.

PROJECT BACKGROUND

The Skills for Dignified Work project is a 8-month initiative funded by Oxfam In Nepal (OIN) targeting 25 young women (aged 18–35) from low-income, Dalit, Janajati, migrant, and other marginalised households engaged in domestic and informal labour in Lalitpur. The project delivers six integrated outputs including CTEVT-certified vocational skills training, leadership development, labour rights and financial literacy, women's networking, formal employment linkage, and evidence generation for advocacy and policy influence.

The M&E cum Communication Officer plays a central role in tracking project progress, capturing learning, and communicating the project's impact.



POSITION OVERVIEW

The M&E cum Communication Officer is responsible for all monitoring, evaluation, and learning (MEL) functions of the project, as well as external communication and documentation. This includes developing and managing monitoring tools, collecting and analysing GEDSI-disaggregated data, supporting evaluations, writing case stories and learning documentation, capturing photos and videos of project activities, and managing Yuwalaya's social media presence and project communications.

This is a dual-function role requiring both analytical rigour and creative communication skills and a genuine passion for telling the stories of women domestic workers with dignity, accuracy, and impact.

KEY RESPONSIBILITIES

A. Monitoring and Data Management

- Design and pilot all data collection tools including project participants beneficiary Selection process and criteria, registration form, training pre/post assessment tools, employment follow-up survey, and and orient Program Officer and community mobilisers in their use.
- Support the project baseline assessment, capturing data on all 25 enrolled women's current employment status, income, skills level, labour rights knowledge, digital access, and wellbeing indicators.
- Maintain a live, regularly updated project monitoring database or tracker (Excel or equivalent) covering output-level indicator progress, disaggregated by age, caste, disability, and employment type
- Conduct field data collection visits, including focus group discussions (FGDs), key informant interviews (KIIs), and individual follow-up surveys with women participants as per need and maintain records and follow up action.



- Compile and submit monthly monitoring data summaries to the Program Officer and quarterly MEAL updates to the Senior Program Officer for inclusion in Oxfam narrative reports
- Ensure that all monitoring data is stored securely and that beneficiary personal data is handled in accordance with Yuwalaya's and Oxfam's data protection and privacy standards

B. Evaluation and Learning

- Support the endline evaluation, ensuring consultant produce a clear, evidence-based evaluation report with lessons learned and recommendations for future programming
- Co-facilitate Learning and Reflection Workshops ensuring women participants lead the reflection agenda and their voices shape the learning outputs.
- Draft a concise Project Completion Report at project end, synthesizing key evidence, lesson learned, and recommendations for domestic worker program in Nepal.
- Support the development of the municipal Policy Brief by providing data, case evidence, and analytical input.

C. Case Story and Learning Documentation

- Draft 8-10 high-quality, GESI-compliant success stories co-created with women participants, capturing their journeys from precarious informal work to certified, organized, formally employed service providers.
- Follow a rigorous informed consent process for all case stories obtaining written consent, reviewing stories with women before publication, ensuring women can withdraw consent at any time, and not publishing stories that could expose participants to risk.
- Produce clear, accessible activity reports after each major training, event, and workshop, including participant feedback and key observations
- Maintain a systematic documentation archive physical and digital of all project records, consent forms, photos, videos, training materials, and reports.



D. Communication and Social Media

- Manage Yuwalaya's social media accounts (Facebook, Instagram, and other relevant platforms) throughout the project period, maintaining a regular posting schedule that reflects project activities, women's voices, and key project milestones.
- Support to develop the project communication materials including the factsheet, infographic on domestic workers' rights, and social media graphics ensuring all materials are reviewed for plain-language accessibility
- Coordinate with Oxfam Nepal's communications team on joint communication activities, shared content, and brand compliance.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education:

- Bachelor's degree in Development Studies, Social Science, Journalism, Communications, Public Health, or a related field. A combination of relevant experience and training will be considered in lieu of a formal degree.

Experience

Essential

- Minimum 2 years of experience in project monitoring, evaluation, accountability, and learning (MEAL) in a civil society organisation, NGO, or development agency in Nepal
- Demonstrated experience developing monitoring tools including, pre/post assessment forms, and follow-up survey questionnaires and using them in the field
- Experience writing case stories, success stories, or human interest stories in Nepali or English that centre the dignity and agency of programme participants
- Experience capturing photos and videos of NGO or community events, with a portfolio of work that demonstrates sensitivity, quality, and storytelling capacity



- Basic understanding of social media management, including content creation and scheduling for Facebook and Instagram
- Ability to manage and analyse data using Excel or equivalent tools

Desirable:

- Familiarity with GESI-sensitive and rights-based monitoring approaches, including GESI-disaggregated data collection
- Experience working on projects focused on women's livelihoods, domestic worker rights, labour rights, or women's economic empowerment
- Knowledge of Oxfam's programme quality standards, MEAL frameworks, or Accountability to Affected Populations (AAP) principles
- Experience with digital data collection tools such as KoboToolbox or ODK
- Basic video editing skills using accessible tools (CapCut, InShot, or similar)
- Understanding of informed consent and ethical data protection practices in community-level research and documentation

Skills and Competencies:

- Strong written communication skills in Nepali (essential) and English (required for reporting and documentation)
- Excellent attention to detail in data management, documentation, and report writing
- Strong interpersonal skills and cultural sensitivity, particularly when conducting interviews, follow-up visits, or photo and video work with women from marginalised communities
- Proficiency in MS Office (Word, Excel, PowerPoint) and basic graphic design tools (Canva or equivalent)
- Competence in photography using a digital camera or smartphone, with an eye for composition and storytelling
- Commitment to Yuwalaya's safeguarding, GESI, and confidentiality standards in all MEAL and communication activities

WHAT YUWALAYA OFFERS



- A meaningful role at the intersection of monitoring, learning, and communications with real influence over how this project's impact is understood and shared.
- A collaborative, feminist, youth-led organisational culture that values creativity, reflection, and staff wellbeing.
- Competitive salary aligned with organizational sector norms.
- Professional development opportunities including training in MEAL methodology, safeguarding, and Oxfam's programme quality standards.
- Exposure to Oxfam Nepal's communications and learning networks, and the opportunity to build a strong professional portfolio through high-quality documentation and storytelling work.

HOW TO APPLY

Interested candidates should send the following to yuwalaya.youth@gmail.com with the subject line "**Application for M&E cum Documentation Officer, Skills for Dignified Work**":

- Updated CV (maximum 4 pages)
- Cover letter (maximum 1 page) explaining your relevant experience and what draws you to this role
- A writing sample either a case story, success story, or learning document you have previously written (maximum 2 pages; Nepali or English)
- Two to three sample photographs you have taken in a community or programme setting (please include a brief note on the context of each)
- Contact details of two professional references.

Applications from women, Dalit women, women from Janajati communities, and women with disabilities are strongly encouraged.

Only shortlisted candidates will be contacted. Yuwalaya is an equal opportunity employer committed to safeguarding and child protection.