

RASTRIYA ROJGAR PRAWARDHAN KENDRA (RRPK) LALBANDI, SARLAHI

Job Purpose

The **MEAL Officer** executes day-to-day monitoring, evaluation, accountability, and learning processes at the district and community levels. This role ensures that all field data of the project is clean, timely, and compliant with WVI Nepal standards. The officer works directly on the ground, receiving technical templates, guidance, and oversight from the Grant MEAL Coordinator, WVI Nepal.

The position will directly **report to the project coordinator**.

Major Responsibilities

1. Monitoring (30% of Time)

- Update beneficiary profiles regularly in the WVI Nepal's digital tracking system
- Ensure high-quality, reliable project data is recorded and uploaded into database platforms within strict project timelines.
- Conduct routine activity monitoring, compile key field findings, and present reports alongside action plans during regular meetings.
- Utilize the Quality Benchmark Monitoring (QBM) system and systematically track action plans periodically.
- Follow up with project teams to ensure monitoring recommendations and corrective actions are fully executed.
- Provide clear guidance and orientation to local volunteers, field enumerators and project staff for accurate data collection.

2. Evaluation and Learning (25%)

- Collect secondary data from working districts and municipalities to assist with project assessments, surveys, and field studies.
- Coordinate with local government authorities to secure necessary approvals before commencing any field data collection.
- Provide vital field support by arranging respondent meetings, interviews, and Focus Group Discussions (FGDs) as required.

- Execute Post-Distribution Monitoring (PDM) surveys immediately following any emergency or disaster relief operations.
- Offer day-to-day coaching and troubleshooting to the project team regarding digital data collection forms and MEAL business.
- Supervise enumerators and volunteers during field exercises to safeguard data collection integrity and quality.

3. Accountability & Community Feedback (25%)

- Verify beneficiary target profiles via rigorous field spot-checks to confirm absolute alignment with USG donor criteria.
- Operate local information provision systems regarding beneficiaries' selection processes, criteria, and community feedback mechanisms.
- Log, track, and manage all community complaints, securing a 90%+ response resolution rate within agreed timelines.
- Register all field feedbacks/complaints in the feedback system and ensure periodic actions are taken.
- Refer sensitive complaints to WVI Nepal immediately if they directly involve WVI staff, operations, or policy.
- Document distinct case stories detailing the impact made by the accountability system in the community.

4. Reporting & Representation (20% of Time)

- Draft weekly and monthly field MEAL progress reports using prescribed WVI Nepal formats to feed into USG grant templates.
 - Participate in cluster and project team review meetings as a district-level technical MEAL resource.
 - Provide verified project data to the team ahead of District Project Advisory Committee (DPAC) meetings (p. 2).
 - Document most significant changes, case studies, and best practices to help the project team apply lessons learned.
 -
-

Core Values & General Compliance

- **Adhere strictly to child protection, child safeguarding, and anti-fraud policies.**
 - **Practice inclusivity** regarding gender, disability, and cultural diversity during all field interactions.
 - **Carry out extra administrative or planning functions** as assigned by the supervisor.
-

Knowledge and Qualifications

Academic & Experience Requirements

- **Education:** Bachelor's degree in social science, Development Studies, or a field relevant to MEAL.
- **Experience:** At least 2 years of experience working with an I/NGO in the monitoring, evaluation, accountability, and learning sector.
- **License:** Valid two-wheeler driving license and active driving skills are highly preferred.

Sector Knowledge & Technical Competencies

- Clear understanding of **MEAL plans, project logic, and logical frameworks.**
 - Sound knowledge of qualitative and quantitative **data collection methodologies and basic analysis.**
 - Practical literacy in **digital data collection tools** and standard software (Word, Excel, PowerPoint).
 - Strong **written and oral communication skills** for reporting and presentation.
 - Working knowledge of local language of the working community
 - Proven ability to work under pressure and **confidence to represent the project** to district government bodies.
-