

<b>Job title</b>	Monitoring, Evaluation, and Learning (MEL) Director – USAID Better Health
<b>Department</b>	Global Health
<b>Location</b>	Kathmandu, Nepal
<b>Reporting to</b>	Chief of Party – Better Health
<b>Responsible for</b>	MEL Team
<b>Liaison with</b>	Options’ global staff, clients, partners, and consultants
<b>Hours</b>	Full-time
<b>Type of contract</b>	Fixed-term contract

## About Options

Options is a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

Gender equality and social change are at the forefront of our work. We believe in a world where everyone can access the high-quality health services they need, without financial burden.

We have corporate offices in the United Kingdom, Nepal, Nigeria and Kenya and have delivered client-funded projects in over 50 countries worldwide.

Options has worked alongside the health system in Nepal for over 25 years, with longstanding relationships with government and a deep and nuanced understanding of health sector structures and the current challenges and opportunities of transition to a devolved system. Our work has focused on strengthening the health system and enabling women and children to access the healthcare they need by overcoming financial, geographic, and social barriers and facilitating long term systems change. We have worked in partnership with government at all levels from national to district and palika, and through local communities, supporting the delivery of successive Nepal Health Sector Programs.

## About the USAID Nepal Better Health Activity

Options is seeking a **MEL Director** for an anticipated USAID-funded health project in Nepal. The anticipated five-year, Better Health Activity will support the three tiers of governments to

improve the health system, especially around improved governance, improved demand-side barriers, and accountability of communities in the health system, and improved quality of health care services at the facility and community level.

### Main purpose of job

The Monitoring, Evaluation and Learning (MEL) Director is a senior member of the leadership team for the Better Health Activity in Nepal who will be responsible for leading the design and delivery of comprehensive and robust, monitoring, evaluation, and learning systems for the program. The MEL Director will:

- **Lead the MEL team and their delivery of a MEL strategy** that reflects the diverse components of this complex, integrated health systems program, facilitates adaptive delivery and learning, and enables highest quality reporting in line with USAID requirements.
- **Oversee a comprehensive Collaborating, Learning, and Adapting (CLA) approach** that ensures lessons are informing project adaptation and improvement and are shared widely with stakeholders across Nepal and globally.
- **Ensure overarching, inclusive, and participatory approaches** to data collection, validation, and utilization which builds MEL capacity and skills across the program partners and informs program implementation, adaptation, and learning.
- **Ensure a knowledge management system is designed and maintained** which captures and share best practices, lessons learned, and success stories and fosters knowledge sharing within the consortium and with external partners to maximize the project's impact.

The MEL Director reports directly to the Chief of Party. The role is based in Kathmandu, Nepal with extensive travel to districts expected. The MEL Director will deputise for senior colleagues as needed.

**Note: All levels of position in the organization assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.**

### Main duties

Responsibilities will include:

#### **MEL system design and management:**

- Lead the design, implementation and regular reviews of all monitoring, evaluation, and learning systems across the consortium, ensuring these reflect national and global best practice, and that partners align around a joint Activity Monitoring, Evaluation and Learning Plan (AMELP), theory of change, and performance monitoring plan.
- Manage and quality assure development of data collection tools and data management systems to ensure accurate and comprehensive reporting.
- Provide support to strengthening government reporting systems (including HMIS, LMIS, etc.), where needed.
- Work in collaboration with the planned USAID Health Learning activity, as well as other USAID efforts to build and standardize municipal health systems capacity assessment

tools for use within provinces, municipalities, USAID Nepal and the Government of Nepal.

- Lead monthly, quarterly, annual, and final reporting data collection and analysis processes.

**CLA design and implementation:**

- Develop, manage, and quality assure comprehensive Collaborating, Learning, and Adapting processes, working closely with program teams, local partners, and stakeholders.
- Ensure regular learning and reflection sessions and periodic performance reviews to share MEL findings and encourage open, data-driven discussions to jointly decide on program strategy adjustments, improvements, and innovations.
- Foster a culture of learning and work with program teams and partners (including government) to identify emerging challenges and opportunities and proactively adapt program activities to address them.

**Knowledge management and sharing:**

- Develop and manage systems to ensure knowledge generated by the program is managed, shared, and leveraged to enhance performance and contribute to broader learning in the health sector.
- Create and manage platforms for regular knowledge sharing sessions among program teams, local partners, and stakeholders to promote collaboration and knowledge sharing and utilization within the consortium.
- Lead development and dissemination of learning and knowledge products on a sub-national, national, and global scale to inform thought leadership and best practice on integrated health services across the global health sector.

**Safeguarding:**

- To act as a champion for safeguarding within Options, seeking to improve and drive the organisational culture such that a safeguarding mindset becomes embedded.
- Ensure that the name and contact details of the Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice.
- To act as one of a number of points of contact for concerns regarding safeguarding incidents at country and/or programmatic level, and to raise those concerns to the Director of Global Health and the Assistant HR Director.
- To support the implementation and monitoring of the Child and Adult at Risk Safeguarding Policy.

***Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.***

**Key skills**

- Robust quantitative and qualitative analytical skills and data management expertise.
- Ability to convey technical information clearly and effectively to diverse audiences.

- Experience leading MEL approaches within USAID / USG-funded projects, with a focus on health systems strengthening and/or maternal, newborn, child and adolescent health programming.
- Extensive experience designing, utilising and overseeing data collection tools.
- Experience in effectively disseminating research findings and upholding satisfactory knowledge management processes.
- Leadership and influencing skills, including the ability to establish and sustain effective working relations with all stakeholders.
- Strategic thinking, problem solving and decision-making skills.
- Strong stakeholder engagement and relationship management skills.
- Strong administration and organizational skills, good time management.
- Excellent verbal and written communication skills, including report writing.

### Key experience

- Minimum of 10 years working on monitoring, evaluation, research, and learning in the field of public health, reproductive, maternal, newborn child and adolescent health, family planning, social and behaviour change communication, as well as knowledge of monitoring of results-based financing programs.
- Minimum of 5 years of experience in collecting, analysing, and managing donor-funded project data for health projects.
- Demonstrated experience managing M&E systems consistent with USAID protocols for data collection and reporting.
- At least 3 years of experience with USAID's CLA approach, including developing and integrating the CLA approach within project frameworks and leading CLA approaches across partners and technical focus areas to yield successful collaboration and integration.
- Familiarity with USG administrative, management, and reporting procedures and systems. Excellent English oral and written communication and presentations skills.
- Experience living or working in Nepal is preferred.

### Formal education/qualifications

- An advanced degree in research methods, statistics, biostatistics, quantitative/qualitative data analysis, public health, social/behavioural sciences, or other relevant medical or health discipline.

### Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

### For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.

- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Result focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

**Other essential requirements:**

- Commitment to equal opportunities.
- Commitment to the project's and Options' Safeguarding and Do No Harm principles.
- Awareness and commitment to diversity, equity and inclusion.
- Fluency in written and spoken English.
- Fluency in written and spoken Nepali is preferred.

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

<b>Signed by:</b>	<b>Date:</b>
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<b>Version History</b> (For HR use only)	
Date JD reviewed by HR team member:	