

## Helen Keller Intl Nepal Job Description

### Monitoring & Evaluation Manager, Nutrition for Life Kathmandu

Guided by the remarkable legacy of its co-founder, Helen Keller partners with communities striving to overcome long standing cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting changes in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

#### Background

The Lifesaving Nutrition for Life project aims to protect vulnerable women and children in five high-burden districts in Nepal – Banke, Bardiya, Siraha, Saptari and Sarlahi. The program will deliver essential health and nutrition services—including screening and treatment for acute malnutrition, maternal and newborn nutrition support, and vitamin A supplementation—while strengthening the skills of health workers, community volunteers, and local health facilities. By reaching children under five, pregnant women, and high-risk infants, the project seeks to prevent a worsening child survival crisis and safeguard families from malnutrition and mortality.

#### Position Overview

The Monitoring and Evaluation Manager (M&E Manager) will lead the design, implementation, and oversight of the Monitoring, Evaluation, and Learning (MEL) system for Helen Keller's Lifesaving Nutrition for Life project. The M&E Manager will be responsible for ensuring robust data collection, analysis, reporting, and learning processes that inform program decision-making, accountability to donors and stakeholders, and continuous improvement of service delivery.

#### Functional Relationships

Under the direct supervision of the Program Director, the M&E Manager will be responsible for data management of the project. This role requires subject-matter expertise, along with strong coordination, networking, representation, and communication skills.

Reports to: Program Director, Helen Keller

Dotted Line Reporting: Senior Monitoring & Evaluation Manager, Helen Keller

Collaboration with:

- Internal: All Staffs
- External: Governmental and non-governmental agencies at the province, districts, and local levels, Implementation partner, and stakeholders

**Key Responsibilities:****1. M&E System Design and Management**

- Develop and operationalize a project-specific MEL framework aligned with project goals, donor requirements, and national health/nutrition monitoring systems.
- Define and refine indicators, targets, and performance metrics across service delivery, capacity building, and systems strengthening components.
- Establish data collection tools, protocols, and databases ensuring quality, timeliness, and disaggregation by gender, age, and vulnerability status.
- Design and develop DHIS2 system for project data management.

**2. Data Collection, Quality Assurance, and Analysis**

- Oversee routine monitoring of services delivered (SAM/MAM treatment, maternal and newborn nutrition, capacity building).
- Ensure data accuracy, consistency, and completeness through field monitoring visits, spot checks, and supportive supervision of health workers and FCHVs.
- Conduct periodic data validation and harmonization with Health Management Information System (HMIS) and local government reporting tools.
- Lead quantitative and qualitative data analysis to generate evidence on program progress, outcomes, and areas for improvement.

**3. Reporting and Learning**

- Prepare high-quality progress reports for internal use, donors, and government counterparts.
- Lead the preparation of success stories, case studies, dashboards, and presentations for advocacy and visibility.
- Facilitate quarterly review meetings with program staff, partners, and government to reflect on data, share lessons learned, and adjust programming.
- Document best practices and lessons to inform future nutrition programming.
- Submit project progress reports to Helen Keller Nepal Country Office.

**4. Capacity Building**

- Train and mentor project staff, health workers, and community health volunteers on data collection, use of monitoring tools, and application of findings.
- Strengthen local government capacity to monitor maternal, newborn, and child nutrition services through technical assistance and coaching.

**5. Accountability and Compliance**

- Ensure compliance with donor requirements, Helen Keller's M&E standards, and ethical guidelines for data management.
- Develop and implement mechanisms for community feedback, grievance redress, and accountability to affected populations.

## 6. Communication and Documentation

- Provide technical support to ensure project visibility in coordination with local governments and partner agencies.
- Strengthen knowledge management and support the effective use of IEC/BCC materials at the community level.
- Provide technical guidance for local government authorities.

## 7. Representation

- Represent Helen Keller at the provincial and district level, maintaining strategic relationships with stakeholders, including external development partners.

### Required Qualifications and Competencies:

- Master's degree in Public Health, Epidemiology, Statistics, Nutrition, Development Studies, or related field.
- At least five (5) years of progressive experience in monitoring and evaluation of health and nutrition programs, preferably with INGOs in Nepal.
- Strong knowledge of maternal, newborn, and child health/nutrition indicators and government HMIS system.
- Proven skills in DHIS2, ODK, quantitative and qualitative data collection, analysis (SPSS, Stata, R, or equivalent), and data visualization (Power BI, Tableau, or similar).
- Experience in developing MEL frameworks, logical frameworks, and indicator reference sheets.
- Excellent communication skills in English and Nepali; ability to write clear, concise reports.
- Demonstrated experience in training and capacity building at district and community levels.
- Strong organizational skills, ability to manage multiple priorities under tight deadlines, and willingness to travel frequently to remote districts.

### Preferred Qualifications

- Familiarity with global nutrition protocols (IMAM, MIYCN, KMC, MBFHI, SAM/MAM guidelines).
- Knowledge of participatory monitoring, community scorecards, or accountability frameworks.
- Experience working with government counterparts at provincial and local levels.

### Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multicultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.

- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

### To Apply

Qualified candidates should submit a **cover letter and resume** for the interested position to [Nepal.Recruitment@hki.org](mailto:Nepal.Recruitment@hki.org), clearly mentioning the **Position Title** in the **subject line** of the email. The deadline for applying is **October 17, 2025**.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller fosters an environment of fairness and belonging for our workforce.

Helen Keller is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.