

Kathmandu University
School of Engineering
Energize Nepal Program

Job Description

Assistant Manager Monitoring and Evaluation

Position: Assistant Manager Monitoring and Evaluation
Program: Energize Nepal Program (ENEP)
Location: Dhulikhel with field visits as necessary
Period of Service: up to 5 years (subject to satisfactory performance and availability of fund)

The Assistant Manager Monitoring and Evaluation is responsible for the development, implementation, and management of the ENEP M&E plan and system and its application to associated ENEP projects and activities. In addition, he/she will also be responsible for ensuring Gender Equity, Social Inclusion, and other cross-cutting policies as they relate to M&E. Assistant Manager Monitoring and Evaluation will work under the supervision of the Project Manager.

Responsibilities and duties:

- Assist PAC in the development of draft M&E plans for ENEP-funded projects and activities
- Apply M&E in accordance with the ENEP M&E Plan to all relevant ENEP projects/activities and ensure quality control over the outcome of such projects/activities.
- Support the implementation agencies of ENEP-funded projects in establishing an M&E system that will ensure a successful follow-up of the planned strategies
- Drafts of ToRs for Baseline, Midterm, and End of Project Evaluations for each project
- Assist in the training programs for implementing partners on the use of recommended reporting and monitoring formats and guidelines;
- Develop a field monitoring plan based on agreed-upon progress and target indicator sets, and undertake ongoing field monitoring and desk evaluation of ENEP-supported projects/activities.
- Review periodic technical reports of implementing partners and provide appropriate comments and recommendations;
- Consolidate periodic findings and recommendations of periodic progress reports for submission to PAC;
- Ensure implementation of ENEP cross-cutting policies (gender, environment, risk) and ensure these are built into all activities in line with M&E.
- Provide technical M&E support to project staff and ENEP projects as required.
- Undertake any other tasks as assigned by the Project Manager for the overall Management, Supervision, Monitoring, and Evaluation of the implementation of the ENEP funded Projects/activities.

Qualifications and Experience

- A university degree in Energy and Environment, Hydropower, Hydrogen and Renewable Energy, Energy Planning, Technology and Innovation, Development Studies Economics, Sociology, Project Management, or any other related field. Fresh Masters graduates are also eligible for the required position.

- Candidates having experience in managing field activities including M&E of projects and results;
- A sound understanding of program/project-related issues;
- Experience in the use and application of logic modeling in program/project design and evaluations;
- Experience in the use of both qualitative and quantitative methods and approaches to M&E, and knowledge of recent developments in program/project M&E;
- Experience in working with gender and social inclusion-related issues;
- Basic computer literacy and experience in management information systems;
- Excellent communication and interpersonal skills and be able to work in a team;
- Fluency in spoken and written English and Nepali;
- Formal training in program/project design and formulation, management, and evaluation will be an added advantage.