Job profile

PROJECT OFFICER (M&E AND GESI)
Practical Action

ABOUT US
We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS
We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK
We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.
OUR ORGANISATION

Our organisation

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
JOB PROFILE

Responsible to: Project Officer (M&E AND GESI)

**Grade:** 5

**Unit:** Programme Delivery Unit

**Location:** Nepalgunj or other appropriate field office, Nepal

**Purpose, Scope and Relationships**

The **purpose of the role is** to provide monitoring, evaluation and learning expertise in the project/programme on disaster risk reduction and climate change. Through our change ambition “resilience that protects”, we are building resilience into the lives of people threatened by natural and climate related hazards, reducing vulnerability and minimizing the impact on their lives and livelihoods. Practical Action’s strategic intent to 2030 aims to work together to help people solve really difficult development problems in our change ambition areas, including by inspiring change at a large scale which is sustainable after we have finished our work with them. Gender and social inclusion is one of the key cross cutting areas in this.

The **scope is to** provide support in ensuring effective and quality delivery of the project following Practical Action’s project cycle management and ensuring organisational compliance, coordination for learning, and to assist in synthesizing knowledge and impact from the project/programme on DRR & CC. S/he will prepare a GESI-sensitive MEL plan of the project/programme on DRR & CC, and be responsible to collect data and for sound data management. S/he will carry out GESI disaggregated data analysis and prepare reports for information, decisions and taking actions for quality delivery. Also be responsible to ensure and support the organisation to deliver on a viable plan to achieve the objectives of GESI-transformative and inclusive governance approaches (e.g. through social mobilization, collaboration with other like-minded organization) in the projects such as the Climate Change Fragility project.

The **key working relationships** are with the Project Manager - CCFP and will develop close working relationships with the Project Managers – NFRP and SEPEDRR, the Programme Delivery team, M&E Manager, Theme and Strategic Lead including GESI and Knowledge Coordinator, partners and clients. The role will engage and collaborate with other teams in the Kathmandu Office, and with the local government stakeholders and community actors.
Job Functions and Responsibilities

Delivering Performance – 80%

Monitoring and evaluation ensuring quality delivery of the project activities

- Develop a GESI-sensitive monitoring, evaluation and learning (MEL) Plan in consultation with the Head of Unit, project teams, and other concerned thematic and cross-cutting specialists particularly M&E Manager, GESI Specialist and Knowledge Management Coordinator.

- Assist to develop guidelines and procedures on project implementation, monitoring and evaluation based on MEL plan.

- Coordinate and support the studies and evaluation of the project(s).

- Draft a management response plan of the evaluation and follow up for further action.

- Lead database management for the project(s).

- Capacitate project teams in implementing organizational quality assurance mechanism and system and ensure to update project database on a regular basis.

- Support in preparing GESI-sensitive SMART indicators in logical framework for the project(s).

- Support to prepare annual work plan of the project(s).

- Coordinate to organize effective quarterly and annual review workshops of the project(s).

- Assist to ensure compliance with Practical Action, donor and government policy.

- Support for partnership management and work closely with different partner organisations.

Gender Equality and Social Inclusion

- Be responsible for effective implementation of GESI integration and mainstreaming strategies and action plans in order to achieving organization’s change ambition.

- Ensure and support the organisation to deliver on a viable plan to achieve the objectives of GESI-transformative and inclusive governance approaches (e.g. through social mobilization, collaboration with other like-minded organizations, local government, and CSOs involving women, youth and marginalized groups) in the CCFP project.

- Be responsible for monitoring effectiveness of the project, and collecting disaggregated data/information and analysis, and documentation and reporting on gender and social inclusion including GESI specific case studies and success stories as per the requirements.

Coordination and communication

- Support to organize meetings, workshops and other information dissemination events with different stakeholders.

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• Coordinate and collaborate with other relevant actors including the Zurich Funded and OFDA funded projects/programme for mutual sharing and learning.

• Proactively involve in various learning sharing events to share the project knowledge as well as to influence the policy process related to resilience/DRR/CC fragility.

• Work closely with the MEL Manager, Knowledge Management Coordinator and the Gender and Social Inclusion Specialist as required.

Organizational Policies, Safeguarding and Code of Conduct

• Ensure that all involved through the project including partners and those acting on the organization’s behalf are well aware and apply the safeguarding principles, code of conduct, protection policy, fraud policy and whistleblowing policy.

• Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines.

• Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies.

• Ensure our policies and procedures are understood and applied at all times.

Managing Relationships – 10%

• Support to strengthen networks of peers and professional contacts outside the organization for the project.

• Maintain relationship with the implementing partners, and local, district and provincial level stakeholders ensuring that transparency at all levels maintained and project information communicated to relevant stakeholders in timely fashion.

• Understand that the specific knowledge and skills to get the work done and to deliver organisational outcomes is collaborative supported when required between different thematic areas.

Strengthening Organisational Profile – 10%

Knowledge Management

• Support to prepare and implement learning capturing and dissemination plan and to ensure that learning and knowledge of the project/activities is effectively captured and disseminated to help achieve the change ambition of the organization.

• Coordinate with other stakeholders (i.e. government, academia, INGOs, civil society organization and research institutions) to share the project knowledge as well as to encourage them on capturing and disseminating learning and knowledge related to climate change fragility and resilience.
**Compliance and Feedback**

- Support to ensure the compliance (i.e. government, donor, organizational policies, procedures and requirement, including safeguarding and code of conduct, financial regulations, HR policies, and projects and awards management system PAMS) maintained in each level of project administration.

- As a Practical Actioners, provide proactive feedback and reporting to Regional Management Team for any risks and internal/external issues around project/organizational reputation as well as any solutions to overcome it.

Conduct other responsibilities as directed by Head of Programme Delivery/Project Manager

**PERSON PROFILE**

To be successful in the role, the ideal candidate will be able to demonstrate:

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<th>EXPERIENCE &amp; KNOWLEDGE</th>
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<tr>
<td>Three years of work experience in M&amp;E and GESI</td>
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<td>Preferred skills and knowledge in DRR or Climate Change</td>
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<td>Analytical knowledge including experience in participatory approaches on study, monitoring, evaluation and learning</td>
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<td>Knowledge on project cycle management including project monitoring at different levels;</td>
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<td>Willingness and enthusiasm to work in challenging and difficult situations</td>
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<td>Willingness and enthusiasm for working with vulnerable communities living in remote areas of the country</td>
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<td>Ability to provide strategic inputs in quality delivery of the project(s)</td>
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<th>BEHAVIOURS &amp; MOTIVATIONS</th>
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**Qualifications:** Master’s Degree in Development Studies or Social Science or any related field