



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 15-002)

OPEN TO: All Interested Candidates
POSITION: Monitoring, Reporting & Evaluation (MRE), Personal Services Contractor

OPENING DATE: **December 10, 2014**

CLOSING DATE: **December 29, 2014**

WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. (see www.peacecorps.gov for additional information)

BASIC FUNCTION OF THE POSITION:

Peace Corps Nepal places American Volunteers in two-year assignments in rural villages across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Monitoring, Reporting, and Evaluation (MRE) Specialist.

Under the direct supervision of the Director of Programming and Training (DPT), the MRE Specialist is responsible for developing, managing and implementing the MRE plan for Peace Corps Nepal.

This plan includes programmatic MRE (measurement and impact of program goals), training MRE (measurement and effectiveness of training program) as well as analysis of Post's support to Volunteers. The MRE Specialist will lead the MRE Plan by training staff and Volunteers on MRE systems, analyzing data, helping to identify priority areas for improvement, tracking progress, and leading evaluation initiatives. As a member of the P&T team the MRE Coordinator provides general safety and security support for Trainees and Volunteers and may support the staff with site visits as needed.

The **MRE Specialist** is responsible for managing the Post website plan, developing and uploading content for the website and managing any current or future use of social media for the purpose of promoting the activities of Peace Corps Nepal.

The MRE Specialist must use a range of support and communication skills including active listening, interactive coaching, and timely and consistent follow

through on requests for support and/or assistance and/or program adaptations. The M&E Specialist should foster and develop personal and professional growth, celebrate accomplishments, promote best practices and consistently champion the efforts of all Trainees, Volunteers and Staff.

MAJOR DUTIES AND RESPONSIBILITIES

Monitoring, Reporting & Evaluation (MRE) Planning

- Develop and manage the implementation of an annual MRE plan for Peace Corps Nepal (Post).
- Regularly consult with the Project Advisory Committee (PAC) about overall program and project needs. As needed, utilizing PAC feedback, support the Program Manager in adapting and adjusting Post program and projects as needed.
- Serve as the point of contact for the Peace Corps Headquarters (PC HQ) MRE Team. Actively share best practices in the areas of MRE procedures, practices, and policies.
- In collaboration with the PAC and programming staff, collect baseline data for all goals in new or revised project frameworks.
- Coordinate and manage the reporting period-level and activity-level questions section in the Volunteer Reporting Tool (VRT).

Staff Capacity Building

- Provide training to staff on MRE knowledge and skills, as needed.
- Provide on-going MRE support to Post staff, including using the VRT, implementing the Counterpart Survey, providing data quality assurance, conducting data cleaning, and analyzing data.
- Orient new P&T staff regarding MRE practices at Post.

Volunteer Support

- During PST and IST, present the MRE Global Core training sessions or other Post-developed MRE training. Revise/update as needed.
- During PST and IST, train Volunteers on using the VRF.
- Provide ongoing technical support to PCVs using the VRF in the field.
- Develop and/or adapt technically and structurally sound data collection tools that are simple to use, utilize correct data collection methods, and provide a seamless transition to VRF reporting.
- Manage and coordinate the Volunteer MRE group at Post.
- Provide MRE-related feedback on VRFs.

Monitoring

- Via the VRT data extracts, monitor the progress of the project framework targets, the relation between Volunteer activities and the activities planned in the project framework, and clean the VRF data.
- Conduct data quality assurance checks with Volunteers to ensure their correct use of data collection tools and understanding of basic MRE practices.
- Based on analysis of project-level data, support the Program Managers with recommendations to revise project frameworks during scheduled project review periods.
- Support the development of post's performance goals for the IPBS strategic planning process. Track post's annual IPBS Performance Goals.

Evaluation

- Plan, coordinate, and manage project reviews of all Post projects, utilizing standard process evaluation guidelines and procedures.
- Conduct process evaluations as requested or necessary.
- Conduct outcome evaluations of Post projects approximately 3-5 years after the completion of the project framework and the final group of Volunteers that were trained under that project have completed their service.

Reporting

- Lead and coordinate the organization and reporting of project-level data in post's annual reports to stakeholders and partners (includes both project framework data and post-defined questions from the VRT, as well as Status Report data).
- Author reports on any project reviews, process evaluations, and/or outcome evaluations conducted at Post.
- Support the CD's response to OSIRP's annual PAR data call.
- Manage and coordinate the analysis and dissemination of post-level Annual Volunteer Survey (AVS) data. Provide recommendations on integrating AVS findings into improving Post operations.
- Support the completion of the Counterpart Survey. Manage and coordinate the analysis and dissemination of Post-level Counterpart Survey data. Provide recommendations on integrating Counterpart Survey findings into improving Post operations.
- Support Post's staff in completing the annual Status Reports (SRs). Provide recommendations on integrating SR findings into improving Post operations.
- Provide information and data on Volunteer success stories to the CD and other Post staff as necessary for reporting purposes, use in social media, updating news on the website, responding to queries from PC HQ, etc.

Communications

- Develops and implements the plan for the Peace Corps Nepal website, collaborating with Peace Corps Staff and Volunteers, within the guidelines from Peace Corps headquarters.
- Maintains the Peace Corps Nepal website, including soliciting Volunteers and Staff for content, updating the website with new Volunteer Success Stories and news about Peace Corps Nepal. As needed obtains signed release consent from Volunteers prior to posting content.
- Works with the IT Specialist to design, manage and maintain the structure, format and look of the PC/ Nepal website.
- As requested by the Country Director or the Director of Programming and Training (DPT), working with PC/Nepal Staff, prepares background information on the country program and/or the project for use in external communications. Contributes to the preparation of reports on the country program as required by Peace Corps/Washington or for other publicity, informational, and promotional purposes.
- Manages any current or future plans for the use of social media to promote Peace Corps Nepal's activities, with the approval of the Country Director and in collaboration with Peace Corps Nepal Staff and Volunteers.

REQUIRED QUALIFICATIONS:

- University Bachelor's degree in relevant area. Master's degree preferred.
- Three years or more of related work experience with NGO or related organization with increasing responsibilities in program monitoring and evaluation.
- Experience cleaning and analyzing raw data
- Fluency in written and spoken English and Nepali. Excellent translation skills.
- Experience working in international NGO preferred.
- Technology skills and ability to use computers to manage and update PC/Nepal website, design spreadsheets, presentations and other office functions.
- Advanced Excel skills and ability to create pivot tables or other tools to simply present complex data
- Knowledge of monitoring and evaluation systems and experience using of data to make decisions and inform program direction.
- Self-directed and creative.

TO APPLY:

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter (in English) addressing how they meet the qualification requirements detailed above, by email to: nepaljobs@peacecorps.gov or to P.O.Box No. 15150. If you have difficulty submitting your application, please call the Peace Corps office at (01)-401-6027. Only qualified candidates who are selected for tests and possible interviews will be contacted. Applications must be received by December 29, 2014 at 5 PM.