



## **ECPAT Luxembourg**

### **Job Description**

**Monitoring and Evaluation (M&E) Manager –J/TIP**

**Contract Period: 1st December 2020 to 30th September 2023**

**Application closing date: 20<sup>th</sup> October, 2020**

ECPAT Luxembourg is a non-governmental organisation headquartered in Luxembourg. Our primary goal is to end sexual exploitation of children. We are part of the global ECPAT network whose members work to achieve this common goal. Currently, we work in 10 countries across South and South East Asia and West Africa to protect children from all forms of sexual exploitation, including trafficking. We ensure that their families and communities are supported so that protection is strengthened at source in a sustainable manner. We work closely with government authorities to support and complement their efforts to build better futures for children where their rights to protection from sexual exploitation is guaranteed.

ECPAT Luxembourg has been awarded a federal grant from the US Department of State, Office to Monitor and Combat Trafficking in Persons (J/TIP) to implement a 3-year project (*Suraksha ko Lagi Sath Sath/Together for Protection*) in Nepal from the 1st of October 2020. The project will make efforts to ensure that strong government mechanisms and structures exist at provincial and local levels in Nepal that ensure comprehensive services to victims of trafficking, particularly for children.

### **Duty Station: South Asia Regional Office, Kathmandu, Nepal.**

Reporting to the Regional Representative, the M&E Manager will support all Monitoring, Evaluation and Learning (MEL) activities of the project. S/he will be responsible for implementing M&E systems including indicator targeting, tracking and reporting according to US Department of State TIP office standards, managing an OPMIS data collection system, leading impact assessments and a learning strategy.

### **Responsibilities:**

- Contribute to the design, implementation and ongoing revision of a M&E system that adheres to US Department of States TIP Office guidance and meets the needs of the program for learning, analysis, and reporting.
- Provide overall support, advice, and oversight on program-level M&E.
- Support and advise colleagues on activity-level M&E efforts, ensuring quality and consistency across offices.
- Take overall responsibility on implementing an Online Program Monitoring Information System (OPMIS) to efficiently track project indicators. Mentor and support government

entities and service providers on operating OPMIS. Provide trouble shooting and handle any operational related issues with OPMIS host / software designer.

- Offer technical assistance in the development, selection, and application of M&E processes and tools for implementing partners and government agencies involved in the project.
- Support and advise colleagues on activity-level M&E efforts, ensuring quality and consistency.
- Oversee and advise colleagues on information management processes by reviewing data collection efforts, overall data reliability, consistency, and quality.
- Lead and manage program-level evaluation efforts, including the development of studies that examine higher level outcomes and the utilization of external M&E resources.
- Provide input and advice on procurement of M&E third-party services if needed.
- Help identify, analyze, and synthesize lessons learned from program implementation and facilitate the incorporation of those lessons into the activity development cycle.
- Train other staff, and local partners where required, on key M&E concepts, tools, and processes.
- Undertake, as required, visits to project locations to collect data and/or oversee data collection efforts.

### **Qualifications:**

- University degree in social sciences and/or community development or, alternatively, combination of related education and professional experience.
- Minimum of five (5) years professional work experience. Previous experience in USAID funding projects is highly desirable.
- Professional work experience in evaluating programs, social projects, and/or public policies.
- Professional work experience in research with qualitative and/or quantitative methodologies, including developing research reports.
- Prior professional work experience with NGOs, international contractors, multilateral institutions and/or international cooperation agencies.
- Knowledge of and experience with developing and evaluating impact-oriented projects.
- Proficiency in MS Office (advanced level with Excel) and ability to use statistical packages like SPSS or STATA.
- Rigorous time management and activity organization.
- Able to maintain information confidential and work with a wide variety of people.
- Excellent written and verbal communication skills in English and Nepali is required.
- Understanding of and commitment to ECPAT Luxembourg's mission and values.

### **Application Process**

All applications must be submitted to the following email address: [info@ecpat.lu](mailto:info@ecpat.lu); with the following information on the subject line: Application for the position (you are applying for)

Applications sent by post will not be reviewed. Please include an application letter, updated CV (4 pages maximum) with email, telephone and/or skype contact details, and a minimum of 2 work related referees. Please state your expected salary on the cover letter. Applications without requested information will not be reviewed.

Only short-listed candidates will be contacted. Telephone and email queries will not be entertained.