

TERMS OF REFERENCE (ToR)

Monitoring, Evaluation, and Learning Data and Information Management Specialist

Unit: Strategic Planning, Monitoring, Evaluation, and Learning



ToR

Position overview

We are seeking a highly qualified and experienced Monitoring, Evaluation, and Learning (MEL) Data and Information Management Specialist to support our data, information, reporting, and system management functions. The specialist will work within the Strategic Planning, Monitoring, Evaluation, and Learning (SPMEL) Unit and be responsible for ensuring effective data collation, synthesis, analysis, visualisation, and reporting to enhance the organisation's MEL processes.

The primary objective of the specialist is to manage data quality assurance process, provide technical expertise, and support data management, data analysis, and information systems to facilitate evidence-based decision-making and enhance the organisation's MEL.

Responsibilities

The MEL Data and Information Management Specialist will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

The specialist shall fulfil the following duties and responsibilities:

- Support designing, operationalisation, and management of the institution-wide integrated results data management and reporting system.
- Regularly update data into searchable public results dashboard showing progress: for example, stages to outcomes, impacts, and annual milestones; information on our publications, bibliometrics, and Altmetric scores; and information on our partnerships and capacity-building data
- Ensure that all reported results are substantiated by evidence and subjected to quality checks through the management of the quality assurance system, and (as needed) develop marks of data quality.
- Integrate findable, accessible, interoperable, and reusable (FAIR) data principles and work towards alignment with the International Aid Transparency Initiative (IATI) standard.
- Develop and implement data standards as per the MEL Framework in line with global standards like FAIR.
- Design and maintain the ICIMOD results dashboard, databases, data entry systems, and data quality assurance procedures.
- Analyse collected data, identify trends, patterns, and key findings, and prepare summary information and graphical inputs into reports for internal and external stakeholders.
- Ensure that key cross-cutting issues, in particular gender and social inclusion (GESI), are adequately represented in ICIMOD data, including quality assurance of reporting, but also paying attention to cross-cutting issues such as climate and biodiversity.

- Develop data visualisation products, including charts and graphs, to present MEL findings in a user-friendly and accessible manner.
- Provide guidance and training to staff on data collection protocols, data management procedures, and information system utilisation.
- Ensure compliance with data protection and privacy regulations while handling sensitive data.
- Collaborate with SPMEL team members to integrate data management and analysis processes into overall monitoring and evaluation activities.
- Design and manage external consultancies as required to support the work.
- Stay updated on the latest developments and software for data management and analysis techniques and technologies, including big data, and recommend improvements to enhance the organisation's MEL practices.

Minimum qualifications and experience

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- A master's degree in a relevant field (e.g. statistics, information management, data science) with five years of relevant experience
- Proven work experience (minimum three years) in MEL, specifically in MEL frameworks, indicators, and data collection methodologies
- Proven experience (minimum five years) in data management, analysis, and reporting within the context of monitoring and evaluation
- Proficiency in data management software and tools (e.g. Excel, SPSS, R, SQL) and experience with database management systems
- Strong analytical skills and the ability to interpret complex data sets and communicate findings effectively

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- Experience in developing and implementing data visualisation techniques and tools (e.g. Tableau, Power BI)
- A strong team player, with excellent coordination and interpersonal skills
- Knowledge of data protection and privacy regulations and experience in handling sensitive data
- Excellent written and verbal communication skills in English
- Strong organisational skills and the ability to work independently and collaboratively in a fast-paced environment
- Demonstrated ability to train and mentor staff on data management and analysis processes

Reporting and supervising

The MEL Data and Information Management Specialist will report directly to the Head SPMEL and work closely with other SPMEL and strategic group team members.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

Three years, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and removal allowance.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity,

sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders is not condoned or tolerated.

Background to ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

Method of application

Applicants are requested to apply online before August 25, 2023 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.