Position Description for vacancy notice

Position: Manager – Monitoring, Evaluation, Accountability and Learning (MEAL)
No. of vacancies: 1 (One)
Date of Announcement: 12 December 2025
Duration: One Year and Extendable
Location: Kathmandu
Reports to: National Director
Field Visits: 50% travel to project areas

About Habitat for Humanity Nepal

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions.

Our integrated programming serves to benefit 2.75 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

Position Overview

The MEAL Manager is a critical managerial position responsible for ensuring that Habitat Nepal's programs are guided by strong data systems, rigorous analysis, learning-driven decision-making, and accountability to the families and communities we serve. The incumbent will lead Habitat Nepal's Monitoring, Evaluation, Accountability and Learning systems across all projects and strategic initiatives and will provide technical leadership for MEAL frameworks, tools, data systems, quality assurance, and learning processes from program design to close-out.

Working closely with the Program Director, the MEAL Manager ensures that all program/project activities adhere to Habitat Nepal's quality standards, donor requirements, and global MEAL frameworks; while fostering a culture of adaptive management, data-driven decision-making, and organizational learning. The position will actively contribute to evidence-based program design that supports and enhances resource mobilization, donor visibility, and organization's credibility. This role requires strong collaboration with Program/project team and Resource Development & communications team at the National Office, field offices, technical program leads, partner NGOs, private-sector actors, and regional/global Habitat for Humanity International teams.

Essential Duties and Responsibilities:

1. Strategic MEAL Leadership
- Provide technical leadership for MEAL systems across the organization, ensuring coherence with Habitat Nepal's strategy, Theory of Change, and global program frameworks and ensure progress on the Country Strategy plan is on track.
- Develop and operationalize MEAL plans, results frameworks, logical frameworks, and indicator tracking systems for all projects.
- Ensure strong MEAL integration throughout the project cycle — from design, baseline assessments, implementation, reviews, reporting, to evaluations.
- Advocate for appropriate MEAL budgets, staffing structures, and digital tools to ensure high-quality evidence generation.

2. Monitoring Systems and Data Management
- Lead development of project monitoring tools in alignment with approved Logframe Analysis (LFA), Theory of Change and donor frameworks.
- Design and manage mobile-app-based data collection systems; train survey teams and ensure standardized field protocols.
- Develop data collection formats, templates, analytical tools, dashboards, and data visualization products.
- Track the M&E plan and provide frequent insights and trend analysis for project KPIs, flagging outliers and risks.
- Maintain an accurate, up-to-date database and indicator tracking system.
- Enforce strong data governance, data quality protocols, and MEAL standards across all project sites.

3. Evaluation, Reviews and Quality Assurance
- Support and guide project teams to plan and execute needs assessments, baselines, midlines, endlines, market assessments, and other analytical studies.
- Conduct Data Quality Audits (DQAs) at least quarterly and provide findings, recommendations, and follow-up action plans.
- Conduct periodic monitoring visits to project locations; mentor staff on data collection, reporting, and data cleaning.
- Coordinate internal and external evaluations, ensuring methodological quality and use of findings for program improvements.
- Provide research inputs for impact evaluations, learning studies, and thematic evidence generation in housing and land tenure.

4. Reporting and Accountability
- Compile and provide high-quality analytical reports to leadership, donors, and key stakeholders.
- Ensure timely preparation of monthly, quarterly, and semi-annual reports in line with donor requirements.
- Ensure that all LFA indicators are adequately captured, analyzed, and reflected in program reports and donor submissions.
- Systematically respond to data-related queries from senior management, donor relations teams, and third-party monitoring agencies.

- Strengthen accountability mechanisms by ensuring functionality of client feedback, community feedback, and response systems.
- Ensure timely preparation and submission of all MEAL-related inputs required by Social Welfare Council in compliance with Project Agreement (PA) and General Agreement (GA) provisions.
- Coordinate and compile briefs, evidence files, and progress updates for Country Project Advisory Committee (CPAC) Meetings, in consultation with SMT, Program Director and project leads.

5. Learning, Adaptive Management and Knowledge Use
- Lead organizational learning processes, including after-action reviews, reflection workshops, and evidence-driven planning sessions.
- Produce high-quality analysis, presentations, dashboards, and briefs to support program decision-making and strategic discussions.
- Use internal and external evidence, including Habitat's Theory of Change and global program frameworks to inform program design.
- Facilitate and guide teams to design new initiatives or strengthen existing programs, informed by evidence and learning.

6. Capacity Strengthening
- Build the capacity of Habitat Nepal staff and partner NGOs in MEAL, data management, research methods, and digital data systems.
- Provide tailored training, coaching, and mentoring to project and MEAL staff.
- Support recruitment, onboarding, and supervision of MEAL staff and consultants.
- Promote a culture of continuous learning, evidence use, and reflective practice across the organization.

7. Research and Innovation
- Lead research initiatives related to housing, settlement resilience, climate-smart construction, and land tenure.
- Promote the use of empirical methods for projecting direct and indirect reach.
- Drive the expansion of mobile technology, real-time dashboards, and digital solutions to enhance data quality and timeliness.
- Collaborate with Habitat's global and regional MEAL teams on adopting emerging tools, standards, and innovations.

8. Coordination and Collaboration
- Work in direct collaboration with the Program Director to ensure MEAL systems and program delivery remain strategically aligned, mutually reinforcing, and data driven.
- Partner with project leads, technical experts, and field staff to design, refine, and operationalize strong monitoring and reporting systems.
- Coordinate with implementing partner NGOs, private-sector actors, and local governments to harmonize MEAL standards, tools, and data protocols.
- Serve as the principal MEAL focal person for Social Welfare Council coordination, ensuring compliance with joint monitoring mechanisms, PA/GA requirements, and CPAC processes.
- Maintain regular communication with Habitat for Humanity International MEAL teams to ensure coherence with global MEAL policies, systems, and reporting standards.

Safeguarding

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behaviour, including safeguarding and whistleblowing. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Education Qualification and Professional Experience
- Advanced degree in statistics, sociology, economics, development studies, environmental studies, public policy, or related discipline.
- Minimum 7 years of progressively responsible experience in MEAL roles within development, housing, climate resilience, or related sectors.
- Demonstrated experience in designing MEAL systems, indicators, LFAs, TOCs, digital data collection tools, and large datasets.
- Strong command of quantitative and qualitative methods, data analysis, and visualization.
- Experience leading assessments, baselines, evaluations, and research studies.
- Proven ability to coach and mentor teams on MEAL and data management.
- Excellent analytical, report-writing, facilitation, and communication skills.
- Strong understanding of gender equality, social inclusion, and accountability frameworks.
- Experience with donor-funded programs.
- Experience working and liaising with government agencies and stakeholders
- Proficiency with advanced digital tools (Power BI, Kobo Toolbox, ODK, GIS platforms).
- Experience working in the housing, land tenure, shelter resilience, or climate-smart construction sector will be preferred.

Habitat for Humanity Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities are encouraged to apply.

It can be applied through https:p2p.com.np/Habitat-MEAL Manager

Application submission deadline is 28 December 2025
Human Resources Department, Habitat for Humanity Nepal
We strive to keep our recruitment process consistent and fair. Only shortlisted candidates will be notified.