

act:onaïd Job Description and Person Specification

Job Title:	Impact Evaluation and Learning Manager	Effective date	June 2025
Department:	Organizational Impact and Innovation	Job Family:	Evaluation and Learning
Reports to:	Head - Organizational Impact and Innovation	Grade:	Seven (7)
Location:	Country Office, Kathmandu		
Direct Reports:	Impact and Learning Officer		
Job Role			
Role Overview:	<p>Impact Evaluation and Learning Manager will be responsible for leading and strengthening robust result-based planning, monitoring, evaluation, and learning system that improves the quality and effectiveness of our work in line with the Country Strategy Paper and Accountability Learning and Planning System (ALPS) at AAIN and Partner NGO (PNGO) levels.</p> <p>As an Extended Management Team (EMT) member, this position contributes to institutional priorities per AAIN requirements, including:</p> <ul style="list-style-type: none">• Feminist Leadership• Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding)• Human rights-based approach (HRBA)• Safety and Security		
Accountabilities			
Key Accountabilities / Responsibilities	Key Activities		
Organizational representation	<ul style="list-style-type: none">• Act as focal person for AAIN's Impact Evaluation and Learning initiatives• Ensure organizational guidelines, policies, and systems are effectively communicated and understood by all staff• Represent AAIN in national and international MEL forums and networks• Maintain alignment with ActionAid federation standards and practices		
Strategy development	<ul style="list-style-type: none">• Review, develop, and maintain monitoring and evaluation systems aligned with:• Country Strategy Paper (CSP)• Strategy Implementation Framework• Monitoring and Evaluation Framework• Ensure integration of learning into strategic decision-making		
Organizational systems	<ul style="list-style-type: none">• Implement necessary policies and procedures for effective MEL systems• Ensure staff compliance with impact evaluation and learning protocols• Maintain data quality standards and verification processes• Oversee knowledge management platform development and maintenance		

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Budgeting and planning	<ul style="list-style-type: none"> • Develop and prepare budget for the Impact Evaluation and Learning unit to ensure that that the control of expenditure and the disbursement of resources in accordance with the established procedures • Track the unit's budget against planned activities and ensure budget-related compliances.
Monitoring and Evaluation	<ul style="list-style-type: none"> • Develop and implement an appropriate AAIN Impact Evaluation system suited to organizational direction • Develop manuals and MEL resources, and support documentation in line with the ALPS • Conduct periodic evaluations and Holistic Audits to assess partner and organizational work quality • Facilitate learning from evaluations and impact studies • Coordinate external evaluations and reviews • Provide input and support for Participatory Review and Reflection Processes (PRRP), social audit guidelines, and appraisals
Reporting	<ul style="list-style-type: none"> • Prepare APB narrative plan and APB handbook in line with the narrative and plan of all departments • Ensure national and global reporting compliance requirements <ol style="list-style-type: none"> 1. ActionAid Federation reporting requirements 2. Government/Social Welfare Council (SWC) compliances 3. Donor-specific reporting requirements • Ensure quarterly, bi-annual, and annual plans and reports are collected from all departments and coordinate departmental input for consolidated reporting. • Produce an organisational learning summary report
Capacity development	<ul style="list-style-type: none"> • Provide support to departments and partner organizations for MEL system strengthening • Guide program focal persons in maintaining effective MEL systems • Organise and Support MEL-related training and skill development initiatives • Promote learning culture and knowledge sharing practices
Result-based performance system	<ul style="list-style-type: none"> • Ensure timely circulation of formats and guidelines to concerned departments, units, and partners • Provide inputs to departments and partners to prepare their strategic plan • Produce organizational qualitative and quantitative information for various requirements • Facilitate evidence-based organizational decision making
Coordinate and support to carry out the AAIN statutory reporting compliance, fund-raising, evaluation and impact study of LRPs and projects etc	<ul style="list-style-type: none"> • Prepare Terms of Reference (TOR) for partnership evaluation and impact studies • Coordinate government-level evaluations as required • Facilitate statutory compliance related to organizational reviews and evaluations • Support fund-raising proposal writing and provide technical assistance • Develop learning documentation for institutional memory and shared learning

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	<ul style="list-style-type: none"> • Prepare reports per AAI reporting requirements and submit within specified deadlines • Ensure project-related MEL compliances are maintained
Develop comprehensive information/data and knowledge management to enable visible impact of AAIN's work	<ul style="list-style-type: none"> • Supervise AAIN's database management system (AAYAM) in coordination with IT and Digitalization team • Conceptualize and establish proper knowledge management platforms/systems/hubs • Ensure proper information management and data protection protocols • Initiate and Support digitalization initiatives for improved data management • Support innovation in MEL approaches and methodologies
Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	1
<i>Matrix Manager – (projects/dotted line)</i>	No
<i>Team Leader</i>	No
<i>Manager of Team Leaders/Managers</i>	No
What is the global remit? Operates in:	
<i>Own country</i>	Yes
<i>Geographic Region</i>	No
<i>Multiple Geographic Regions</i>	No
<i>Remit covers all ActionAid countries</i>	No
<i>Financial (limits/mandates)</i>	Limits
<i>Direct departmental budget:</i>	No
<i>Organization-wide expenditure</i>	No
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
All departments of AAIN, Global Secretariat & other Country Programmes	Partner Organizations, Government Line agencies and peer organisations
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • A Master's degree in Social Science or relevant field or its equivalent from a recognized University
Essential Experience	<ul style="list-style-type: none"> • At least 5 -7 years of work experience in related field in similar organization • 3-4 years' work experience in similar role • Experience in monitoring and evaluation methodologies • Experience in data analysis and statistical software • Experience of working in multi-cultural environment • Budget management experience
Essential Knowledge	<ul style="list-style-type: none"> • Thorough understanding of development and human rights issues and context in Nepal • Sound knowledge of development concepts, methodologies, and approaches • Knowledge of data collection tools and methodologies (including digital tools) • Understanding of digital MEL platforms and tools

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	<ul style="list-style-type: none"> • Knowledge of data protection and privacy protocols
Language Proficiency	<ul style="list-style-type: none"> • Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali • Have substantial experience with public speaking and business writing for at least 2 years
Essential Skills	<ul style="list-style-type: none"> • Proficiency in data management and analysis software • Data analysis and visualization capabilities • Strategic thinking and planning abilities • Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing • Excellent networking and public relations skills • Ability to work under reasonable pressure, deadlines, and multiple priorities • Excellent presentation and reporting writing skills • Excellent MS Office (including Word, Excel, PowerPoint, Outlook) skills
Personality Trait	<ul style="list-style-type: none"> • Organized and systematic approach to work • Collaborative and team-oriented mindset • Persistent and committed to continuous learning • Analytical thinking with attention to detail • Adaptive to changing organizational needs • Ethical and committed to organizational values

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

It is part of every staff member's responsibility to contribute to AAIN's mission and comply with AAIN's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AAIN's principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*