

## Mennonite Central Committee Nepal

### Term of Reference for Consultation service of Monitoring, Evaluation and Reporting of MCCN funded project in Jahada Municipality, Morang

#### 1. Introduction:

Mennonite Central Committee is nonprofit organization established in 1920 that seeks to compassionately serve vulnerable people globally through relief, development, and peacebuilding. Headquartered in the United States and Canada, MCC currently works in more than 50 countries with over 500 local partners ([www.mcc.org](http://www.mcc.org))

MCC has supported development efforts in Nepal since 1956 and was officially registered with in Social Welfare Council as in INGO in 2009. MCC Nepal builds the capacity of local implementing partners to improve food security, livelihoods, community health including psychosocial health, hygiene and education opportunity among highly marginalized communities. Currently MCC Nepal is working main 3 districts Morang, Lalitpur and Dhading and implementing projects through local NGO partners.

#### 2. Objectives:

The overall assignment of this assignment is observing, monitoring, evaluating various projects funded by Mennonite Central Committee and implemented through a local partner in Jahada Municipality and reporting to the MCC Nepal office in Kathmandu. Along with monitoring, evaluation and reporting on various MCC funded projects, the individual will support the MCC Nepal team and MCC's partner organization SAHAS Nepal to develop new proposals for 2 different projects.

#### 3. Scope of Work:

The scope of consultation shall cover overall monitoring of project implementation and reporting to MCC Nepal. The consultant shall cover the following areas in detail:

- i- **Monitoring:** Consultant shall monitor all the project activities of the Vocational Training project, the Rural Primary Education project and the Building Happy and Healthy Families project, a food security project. All projects are implemented by one local partner. Review the weekly/monthly plan of partner organization and do close monitoring to ensure effective implementation of the the activities and making sure the process and quality of work delivered to the community and beneficiaries is of a high standard. He/She shall monitor fund utilization processes and procurement processes closely to make sure the partner is following all the rules and regulations of MCC Nepal grant management guideline and financial laws of the government. (*Note: all the planned project activities will be provided to the consultant after selection*)
- ii- **Reporting:** Consultant shall communicate with the MCC Nepal program coordinator and Director of Operation and OD for updating all the project activities delivered to the community. Both written and verbal communication will be used to

report to MCC Nepal. He/She shall take the feedback from MCC Nepal team and support the partner organization to implement these suggestions.

- iii- **Provide support to SAHAS Nepal:** MCC is planning to work with SAHAS Nepal to implement new projects in vocational training, primary education, and food security in the near future in Jahada Municipality. The consultant will be providing support to SAHAS Nepal and MCC Nepal when developing full proposals. He/She will assist by providing local level information, secondary data and coordinating with local stakeholders when required.

#### **4. Deliverables:**

- i- Deadline for application: 10<sup>th</sup> Feb 2022
- ii- Duration: The consultation service will be deliverable from 15<sup>th</sup> Feb - 15<sup>th</sup> April 2022 (2 month of period), with the possibility that this could be extended as a permanent position with our partner organization, SAHAS
- iii- Location: Jahada Municipality, Biratnagar, Morang

#### **5. Qualification and Skills requirement:**

- i- Minimum in bachelor level of education in social work/agriculture health or nutrition from University
- ii- Experience working in program implementation, monitoring and evaluation of projects.
- iii- Strong skills in coordination with local stakeholders, monitoring and reporting are required.
- iv- Preference for an individual based in Province I who can carry on these tasks from their home, as MCC Nepal does not have a branch office in Province I.

#### **6. Salaries and Benefit:**

Consultation fees and other benefits will be following as per organization rules and salary grid structure.

#### **7. How to apply:**

Interested Nepalese candidates can send a Resume/CV outlining relevant work experience and work references to [nepalinfo@mcc.org](mailto:nepalinfo@mcc.org) by 10<sup>th</sup> Feb 2022.