

# act:onaid Terms of Reference and Person Specification

<b>Job Title:</b>	<b>Trainee- Impact Evaluation</b>	<b>Effective date</b>	
<b>Department:</b>	Organisational Impact and Innovation (OII)	<b>Job Family:</b>	Impact Evaluation
<b>Reports to:</b>	Supervised by Impact and Learning Officer; Oversight by Impact Evaluation and Learning Manager	<b>Grade:</b>	N/A
<b>Location:</b>	Country Office, Kathmandu		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>A Trainee in Impact Evaluation is responsible for supporting the monitoring and evaluation (M&amp;E) activities of ActionAid Nepal. It may involve collecting and analyzing data and tracking the progress of the project or program against its goals and objectives.</p> <p>He/she will receive training and support from the organization's staff, including guidance on how to conduct the impact assessment and any necessary tools and resources.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>Develop Impact Assessment Knowledge</b>	<ul style="list-style-type: none"> <li>• Develop knowledge on Impact Evaluation - its policies, systems and business processes</li> <li>• Support in developing Knowledge Management platform</li> <li>• Analysing the data and information gathered to identify trends, patterns, and key insights.</li> <li>• Review of organisational reports and consolidate it</li> <li>• Support in preparing organisational reports</li> <li>• Translation of stories of change (from Nepali to English)</li> </ul>		
<b>Learning and Development</b>	<p>Enhance:</p> <ul style="list-style-type: none"> <li>• Communication and interpersonal skills</li> <li>• Analytical skill</li> <li>• Teamwork and coordination skills</li> <li>• Organizational and time management skills</li> </ul>		
<b>Practical Assignments</b>	<ul style="list-style-type: none"> <li>• Participating in the design of IE systems and processes</li> <li>• Collecting and inputting data into M&amp;E databases or systems</li> <li>• Analysing data and preparing reports</li> <li>• Participating in M&amp;E training and capacity building activities</li> <li>• Supporting the development of M&amp;E tools and resources</li> </ul>		
<b>Others</b>	<ul style="list-style-type: none"> <li>• Any other official tasks as assigned by Impact Evaluation team</li> </ul>		

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<b>Education &amp; Certifications</b>	Bachelor/Master's degree in Management or relevant field
<b>Essential Experience</b>	Have experience in analysing data and report writing.
<b>Essential Knowledge</b>	In order to perform these tasks effectively, a trainee in M&E should have strong analytical and problem-solving skills, as well as the ability to work independently and manage their own time. They should also be familiar with M&E concepts and methodologies and have a good understanding of data analysis and reporting. It is also important for a trainee in M&E to have excellent communication skills and analytical skills.
<b>Language proficiency</b>	Fluency in written and spoken Nepali and English

It is part of the Trainee's responsibility to contribute to AAIN's mission and comply to 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.*

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