

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Manager – Monitoring Evaluation Accountability and Learning (MEAL)

Unit : Monitoring Evaluation Accountability and Learning
Location of posting : Dhaka
Types of contract : Regular Contract
Number of position : 1 (One)
Salary and benefits : Competitive salary and benefits will be offered to the deserving candidate.

Job Summary

- Mainstream Accountability Learning Planning System (ALPS) at all levels of ActionAid Bangladesh and its partners.
- Lead the development/streamlining of an effective and appropriate Monitoring and Evaluation system, methodologies and frameworks for measuring progress and impact at multiple levels in alignment with CSP-V (Fifth Country Strategy Paper) of ActionAid Bangladesh (AAB) and ActionAid International (AAI) strategy.
- Align M&E (Monitoring and Evaluation) methods, tools, skills and formats with Human Rights Based Approach (HRBA 2.0).
- Set optimum levels of learning, reporting and accountability and ensure that they are met.
- Engage with the methodological debates and contribute to the development and mainstreaming of accountability, impact assessment, learning approaches and methodologies.
- To develop/practice accountability model and positively influence the accountability policies and practices of other agencies.

Key responsibilities include (not limited to)

Strategic/Functional Leadership:

- Provide strategic direction to the MEAL (Monitoring, Evaluation, Accountability and Learning) team for setting standard methodology and framework for assessing the quality and impact of core programmes and projects.
- Update/streamline existing monitoring system and framework in alignment with current CSP operational plan and Global Monitoring Framework.
- Provide strategic direction for rolling out monitoring framework at the PNGO (Partner NGO) and AAB level in coordination with LRP (Local Rights Programme) and Programme team.
- Provide SLT (Senior Leadership Team) with overall programme performance of AAB and its partners.
- Translate strategic change agenda of AAI and AAB into the plans of change agenda of PPC (Programme Policy and Campaign) Directorate of AAB.
- Act as a key transformative agent to reinforce and cascade organization's vision, mission, values and praxis into regular work process.
- Lead quality assurance of various reviews, evaluations and impact assessments.

Technical:

- Ensure alignment of M&E methods, tools and skills with HRBA 2.0, CSP-V based on agreed KPIs (Key Performance Indicator) for achieving country's strategic plans and priority objectives.
- Lead the PRRP (Participatory Review and Reflection Process) contribute to the development of annual Plans and Budget at multiple levels in consultation with PPC Directorate.
- Provide technical inputs to various programme and project driven studies such as baseline, Mid-Term Review, end line evaluation, evaluation, impact assessment etc.
- Develop and manage the mutual accountability framework.
- Closely work with other Directorates to monitor the compliance and effectiveness of ALPS as both process and system monitoring for ensuring greater transparency and accountability of AAB's work.
- Lead capacity development initiatives for staff and partners on participatory monitoring and evaluation, reporting and accountability.
- Maintain and update web-based integrated data management system in alignment with AAI and AAB strategies.
- Lead the process of development of core organizational documents such as International Annual Report, Country Annual Report, programme monitoring report, donor reports and quarterly progress reports etc.
- Provide technical support (methodology development, tool-setting, structuring and preparing technical part of assessment report, critical pathways development) to partnership assessment process.
- Provide strategic support to the development assessment methodology for RNA (Rapid Need Assessment), Real Time Monitoring and Evaluation (RTME), Post-distribution Monitoring (PDM) and monitoring of accountability impact particularly in case of humanitarian response.

People Management:

- Build an effective MEAL team.
- Manage the performance of and capacitate both direct and indirect supervisee (those who are under extended matrix teams).
- Monitor team's performance against the agreed organizational standards, competency framework and Key Performance Indicators and ensure that the performance gaps are identified and resolved.
- Support both professional and personal development of staff for ensuring their proactive engagement and effective service to fulfill organizational objectives and plans.
- Foster necessary consultation, communications and effective working relations with other Directorates.

Operations, Finance and Contract Management:

- Manage and tracking of MEAL unit's budget.
- Collaborate with Resource Mobilization Directorate for fundraising as and when necessary.
- Lead the process of hiring consultant and provide technical inputs to the deliverables during design, implementation and output phase of products.

Relationships

Manager – Monitoring Evaluation Accountability and Learning will report to Country Director of ActionAid Bangladesh. Manager – Monitoring Evaluation Accountability and Learning has to maintain functional relationship with his/her peers, programme team including project teams under PPC Directorate and organization's priority teams. Manager – Monitoring Evaluation Accountability and Learning must be able to

communicate with other teams and units both programme and operational. The incumbent will maintain liaison and networking in ActionAid International / Federation and other Country Programmes through Director -PPC.

Required Educational Qualification and Experience

- Postgraduate degree, preferably in social sciences, urban studies, development studies with academic and professional credibility;
- At least 5 years of experience in monitoring, learning and evaluation work with an international development/human rights agency;

Technical Skills

- Strategic decision-making ability.
- Excellent computer operating skills and database management, especially Microsoft Excel, Microsoft Access and other database software such as SPSS.
- Demonstrable knowledge and experience of Web-based system development and management, ODK, etc.
- Ability to communicate fluently in English and Bangla (written and spoken).
- Ability to work under extreme pressure and deadline.
- Excellent people management and interpersonal skills including negotiation, motivation, and facilitation skills

Desired Skills

- Deeper understanding of human rights approaches to development.
- Comprehensive knowledge about social, economic, political legal context of country's development.
- Critical understanding of different national and international human rights instruments.
- Practical experience of using participatory methodologies/approaches with excellent facilitation skills.
- Demonstrable knowledge and experience of Monitoring and Evaluation tools and techniques.
- Proven experience of designing and conducting reviews and evaluations independently.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Saturday, 28 March 2020.**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

Any personal persuasion/phone-call will result in disqualification of candidature. ActionAid Bangladesh has a nonnegotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA) and other Safeguarding concerns (including child abuse and adults at-risk abuse) and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent