

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 (AAB) is looking for suitable candidates for the following position:

Coordinator - Monitoring, Evaluation Accountability and Learning (MEAL)

Unit : Humanitarian Response
Location of posting : Cox's Bazar
Contract duration : 1 (One) Year, with possibility of extension.
Number of position : 1 (One)

Key responsibilities include (not limited to)

Planning, Reporting and Information Management:

- Provide technical assistance to the team to finalize yearly/six monthly MEAL plans and IPTT reports of different grants/projects.
- Facilitate to develop MEAL plan of the respective projects.
- Regular coordination with Project Managers and ensures valid data for donor reporting.
- Share monitoring findings with the project managers and others according to protocol related to Complaints, Feedback and Response.
- Communicate with respective Project Managers, Manager- MEAL and Head of Humanitarian Programme to share monitoring report (PDM/regular monitoring field visit), satisfaction assessment report Facilitation of learning workshop with the project managers.

Monitoring:

- Working closely with Manager - MEAL to develop & roll-out the information management system of the project in line with the organization MEAL system.
- Develop and execute MEAL plan and quality check of IPTTs of projects monthly basis.
- Provide technical assistance to conduct PDM of different projects also cross check to prepare a report for the projects.
- Assist project team for "Most significant change story/ success story/case study" collection.
- Extensive field visit for ensuring quality of the field level activities in terms of process and progress monitoring.

Evaluation:

- Conduct Satisfaction Assessment and post distribution monitoring (PDM).
- Take lead role for Outcome Assessment.
- Involve in conducting Rapid Needs Assessment.

Accountability:

- Work as a group to establish complaint feedback response mechanism (CFRM) system in the working area according to accountability in an emergency.
- Take lead role for generating quarterly accountability reports.
- Provide technical assistance to the team for information dissemination to the community and information collection from the community-related accountability.

Learning:

- Assist for information dissemination to the community, developing Accountability tools also conducting Assessment Learning.
- Take the a leading role in capturing learning through review field notes, conducting learning assessments, and facilitating workshops for capturing learning.
- Prepare learning report and communicate with Project Managers, MEAL Manager and Head of Humanitarian Programme and other relevant stakeholders

Others:

- Participate MEAL related sector coordination meeting.
- Assistance to Resources Mobilisation team in developing proposals specially in the part of MEAL strategy, Log frame, MEAL activity etc.
- Capacity Building of MEAL team. .
- Any other reasonable duty assigned by Manager - MEAL that is consistent with the nature of the job and level of responsibility.

Relationships

S/he will report to the **Manager – Monitoring, Evaluation Accountability and Learning (MEAL)** of the MEAL Unit. The incumbent will work under distance supervision. S/he will lead the MEAL team based in Cox's Bazar. Around 5 of Officer / Associate Officer – MEAL will be reportable to her/him. S/he will closely work with all the project managers and coordinators. S/he will work with the Head of Humanitarian Programme for strategic directions and support. Moreover, the incumbent needs to work with the Partnership Development team and other relevant teams in Cox's Bazar and Country Office based in Dhaka.

Required Educational Qualification and Experience

- A university degree, preferably a post-graduate degree in relevant subject areas of social science (e.g., Development Studies, Statistics, Anthropology, Sociology, Disaster Management, Economics or relevant discipline)
- At least 4 years or more progressive working experience in project monitoring and evaluation in the development sector.

Technical Skills

- Extensive hands on experience in implementing MEAL strategies and knowledge of qualitative and quantitative methodologies.
- Knowledge of KoBo Toolbox, SPSS or similar database management/statistical software package will be an advantage.
- Ability to design and conduct study, research, survey.
- Demonstrative skills on capture learning, innovation, knowledge management and dissemination among different stakeholders.
- Excellent knowledge and use of MEAL related software and tools.
- Understanding on Theory of Change (ToC) and measure progress as depicted in ToC.
- Hands-on experiences on PMEL.
- Experience in using mobile technology/mobile-based database in MEAL will be an advantage.
- Demonstrated competence skills in report writing and record keeping in English and Bangla.
- Team player with strong experience in multi-cultural and multi-ethnic environments.
- Ability to work under extreme pressure and meet deadline

Application instructions

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

- Last date of application is **Saturday, 23 October 2021**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity for 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.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies 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 at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent