

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

## Senior Officer- MEAL (Monitoring Evaluation Accountability and Learning)

Unit	:	Monitoring Evaluation Accountability and Learning
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to December 2024 (with possibility of extension)
Number of Position	:	1
Salary and Benefits	:	BDT. 88353 per month salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### Job Summary

Under the overall guidance and supervision of Manager-MEAL, Senior Officer-MEAL is responsible to design and implement of monitoring system for his/her assigned projects of AAB Cox's Bazar office in coordination with respective Project/Program Manager. Developing quantitative and qualitative data collection tools and methods for measuring progress and impact at partner level in alignment with CSP-VI and logical framework of the project is another important task of this position.

This position will work closely with Program/project teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the Manager-MEAL. S/he will also be responsible for ensuring quality and timely periodic production of MEAL report and two-way flow of information on implementation process. Besides this, the position is also accountable for smooth functioning of MEAL system of the program as well as capacity building of partners.

### Key responsibilities include (not limited to)

#### Technical

- Support to develop and review of MEAL framework/plan for assigned projects.
- Support and ensure MEAL system, MIS design, implementation and trouble shooting at local level including performance questions, indicators, level-wise targets as well as MEAL planning.
- Ensure accountability mechanism in place for the project in RRP.
- Initiate outcome assessment of the project.
- Understand and respond to MEAL needs of AAB programs, functions, and projects.
- Support to conduct evaluation, baseline, midterm review, appraisal study, strategic planning.
- Lead to design and develop tools for conducting process monitoring along with program and project team and share findings.
- Support to conduct participatory review and reflection process (PRRP) at field level with partner organization, analysis findings, generate learning and share report of the PRRP process with Manager-MEAL.

## Reporting and Data Management

- Compile and prepare monthly, quarterly, six monthly and annual reports of the project as per prescribed template of AAB and Supporters.
- Accountable for ensuring quality and timely submission of the periodic report of CFRM and ensuring a two-way flow of communication on project implementation.
- Manage web-based monitoring and reporting system.
- Collect data from the partner organization and prepare IPTT reports of different projects.
- Able to design survey tools in digital platform and manage collected data.
- Ensure timely and periodic data submission and MIS update including data quality, accuracy, and completeness, especially at local level.
- Conduct On-site Distribution Monitoring (ODM), Post Distribution Monitoring (PDM) & knowledge exercise, and share the key learning internally and externally.
- Make evidence brief based on outcome assessment, evaluation, and related research findings.
- Contribute to preparing field visit reports related to MEAL

## Field Visit & Quality Assurance

- Undertake regular field visits to monitor and check the accuracy of data collection and use of tools.
- Collect information from the project site and develop relevant case stories.
- Provide hands on support to project/partner staff during field visits.
- Support to partner/assign project staff to day-to-day data management and capacity building on MEAL related agendas.

## Communication and Sharing

- Participate and contribute to coordination meetings with program/project team/MEAL team.
- Regular sharing of MEAL findings with staff, partners, primary stakeholders, and other appropriate forums as well as MEAL reports update to the decision structures for future actions.
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility in consultation with Manager-MEAL and assigned Project/ Program Manager.

## Relationships

The person holds this position will be reportable to **Manager - Monitoring Evaluation Accountability and Learning**.

## Required Educational Qualification and Experiences

### Education

- Graduate, preferably in social sciences/development studies/statistics/Economics/Anthropology/Mass Communication & Journalism/relevant subject with academic and professional credibility from a reputed institution.

### Experience

- At least 3/4 years or more of sound experience in especially in MEAL in the Rohingya Response Program and in Humanitarian program context. Having relevant training or a certificate course will be an advantage.

## Required Competencies

- Proven skill of photography, videography and illustrations.
- Must have professional writing capacity in English and Bangla, with unique story-telling capabilities,
- Proficient with MS office suite
- Able to take decision in a timely manner, prioritize and multi-task seamlessly.
- Orientation to gender sensitivity. Ability to work under extreme pressure and meet deadline.
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- Team player with strong experience in multi-cultural and multi-ethnic environment.

## Application instructions

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

- Last date of application is **Thursday, 29 February 2024.**
- Please [click here](#) to submit your application.

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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*