

ActionAid Bangladesh is looking for suitable candidates 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 package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc, as per HROD Policy.

### **Job Summary**

- 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 align with CSP (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 RightsBased 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.
- Mainstream Accountability Learning Planning System (ALPS) at all levels of ActionAid Bangladesh and its partners.
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### **Key responsibilities include (not limited to)**

#### ***Strategic/Functional Leadership:***

- Develop and Implement ActionAid Bangladesh MEAL Framework, strategies and tools across the programmes and projects as well as aligning the Human Rights-Based Approach, Theory of Change, Accountability, Planning and learning system at all levels within the organisation.
- 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.
- Design monitoring and evaluation systems to track progress, outcomes and impact of projects or interventions.
- Ensure MEAL plans are align with programme/projects objectives and capture relevant data for effective decision making.

- Develop and roll out a robust information and knowledge management system in line with CSP and Humanitarian Response Programme as well as establish this system from PNGO to Strategic Programme Level of AAB.
- Conduct evaluations, including baseline, mid-term and end-line evaluations to assess programme/projects effectiveness and impact.
- Facilitate learning focused annual planning and budgeting process of AAB engaging the Community Groups, Local Rights Programme Partners, Strategic Priority Programmes, Organisational Priority functions and Board of Governance.
- Develop and implement research strategies aligned with ActioAid's objectives and priorities
- Identify research needs and opportunities and determine the scope and objectives of research projects
- Prepare regular progress reports including quantitative and qualitative analysis of data for internal and external stakeholders
- Document best practices, lessons learned and case studies for organizational learning and sharing with wider community
- Provide SLT (Senior Leadership Team) with the overall programme performance of AAB and its partners.
- Translate the 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 a 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 CSP 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 Programme, Policy & Campaign (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 accountability system in the projects and programmes.
- 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.
- Design research studies including appropriate research methodology, sampling techniques and data collection methods
- Develop research protocols, questionnaires, interview guides and other research tools
- Manage data quality and integrity, ensuring proper storage and documentation
- 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 the assessment report, critical pathways development) to the 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:***

- Lead the MEAL team of ActionAid Bangladesh Dhaka Office and Cox's Bazar Office and develop a vibrant MEAL unit within the organisation.
- Manage the performance of and capacitate both direct and indirect supervisees (those who are under extended matrix teams).
- Monitor the 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
- Coordinate with external evaluators and consultants as required to conduct specialized evaluations as and when required.

### ***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 Head of Programme & Engagement of ActionAid Bangladesh. Manager – Monitoring Evaluation Accountability and Learning has to maintain functional relationship with Country Director, Senior Leadership Team (SLT), his/her peers, programme team including project teams under PPC Directorate and organisation'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 Head of Programme, & Engagement).

### **Required Educational Qualification and Experience**

- Postgraduate degree in Social Science, preferably in, anthropology, development studies or relevant field with academic and professional credibility;
- At least 5 (five) 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 & STATA.
- 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

- A 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 **Thursday, 1 June 2023**.
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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**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.**