

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

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

Unit	:	Monitoring, Evaluation Accountability and Learning (MEAL)
Location of posting	:	Dhaka
Types of contract	:	Regular Contract
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 75,705 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

Under the overall guidance and supervision of Deputy Manager - MEAL, Senior Officer - MEAL is responsible to design and implement of monitoring system for his/her assigned projects and the Local Rights Programme (LRP) in coordination with Deputy Manager- MEAL and Project/programme/LRP Manager. Developing data collection tools and methods for measuring progress and impact at partner level in alignment with CSP-V, and logframe of the project is another important task of this position. The Senior Officer 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 Deputy Manager - MEAL. S/he will also be responsible for ensuring quality and timely periodic production of MEAL information and two-way flow of information on implementation process. Besides, the position is also liable for smooth functioning of MEAL external mechanism.

Key responsibilities include (not limited to):

Technical: (Total Time: 50%)

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

Reporting and Data Management: (Total Time: 30%)

- Prepare quarterly, six monthly and annual report of the project/LRP.
- Manage web-based monitoring and reporting system.
- Collect data from the partner organization and prepare IPTT reports of different projects/LRP.
- Ensure timely and periodic data submission and MIS update including data quality, accuracy, and completeness, especially at local level.
- Share and distribute of data/
- Contribute to preparing reports related to M&E

Capacity Building: (Total Time: 10%)

- Build capacities of partners on participatory monitoring and evaluation, developing participatory tools, methods, and reporting and accountability.
- Support partner's staff to ensure data collection process, data management, reporting and planning.

Communication and sharing: (Total Time: 10%)

- Participate and contribute to coordination meeting with programme/project team/ MEAL team.
- Regular sharing of M&E findings with staff, partners, primary stakeholders, and other appropriate forum as well as M&E 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 MEAL- Manager and project/ programme manager

Relationships

Senior Officer - Monitoring, Evaluation Accountability and Learning (MEAL) will report to Deputy Manager – MEAL of ActionAid Bangladesh. S/He has to maintain functional relationship with his/her peers, greater programme team including project teams under PPC Directorate and organisation's priority teams. S/He must be able to communicate with other teams and units both programme and operational.

Required Educational Qualification and Experiences

Education

- Postgraduate degree, preferably in social sciences/development studies/statistics/relevant subject with academic and professional credibility.

Experience

- At least 3-4 years of working experience in relevant field, especially in M&E in the development sector. Having relevant training or certificate course will be an advantage.

Required Competencies

- Good communication and reporting skills (oral and written) in both Bangla and English
- Must have experience in managing and developing database management.
- Ability to use MS Office applications especially on Excel, digital data collection tools (e.g. Kobo/) and infographics software.
- Excellent team player, analytical and time management.

- Good understanding on Monitoring & Evaluation including qualitative and quantitative program information and their relevance with overarching M&E framework and systems
- Understanding of human rights approaches to development
- Training, facilitation, motivation and interpersonal skills.

Application instructions

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

- The last date of application is **22 May 2022**.
- 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.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.