

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
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 81,004 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 Manager-MEAL, Senior Officer-MEAL is responsible to design and implement of monitoring system for his/her assigned projects and the Local Rights Program (LRP) in coordination with Manager- MEAL and respective Project/Program/LRP 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 information 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: (30% Time)**

- Support to develop and review of MEAL framework/plan for assigned projects and LRPs.
- 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.
- Initiate outcome assessment of the project/LRP.
- Understand and respond to MEAL 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 (PRRP) at field level with partner organization, analysis findings, generate learning and share report of the PRRP process with Manager-MEAL.
- Lead to design and develop tools for conducting process monitoring along with program and project team and share findings.

##### **: Reporting and Data Management: (30% Time)**

- Compile and prepare quarterly, six monthly and annual reports of the project/LRP as per prescribed template of AAB and Supporters.
- Manage web-based monitoring and reporting system.
- Collect data from the partner organization and prepare IPTT reports of different projects/LRP.
- 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.
- 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: (30% Time)**

- 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 LRP and 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: (10% Time)**

- Participate and contribute to coordination meetings with program/project team/LRP 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**

Senior Officer - Monitoring, Evaluation Accountability and Learning (MEAL) will report to 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**

- Graduate Degree, preferably in social sciences/development studies/statistics/relevant subject with academic and professional credibility from a reputed institution.  
Good Knowledge of Data Management, advanced computer proficiency with MS-Word, MS-Excel, MS PowerPoint, and real time monitoring

## **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.
- Excellent team player, analytical and time management.
- MS Office packages including spreadsheet. Kobo Tool and SPSS as added advantages.
- Good understanding of MEAL including qualitative and quantitative program information and their relevance with overarching MEAL framework and systems.
- Having work experience with CSP.
- Training, facilitation, motivation, and interpersonal skills.
- Good knowledge and understanding of DO NO HARM principles Experience in Complain & feedback mechanism system.
- Team building and leading capacity and ability to work under pressure and deadline.
- Should be gender sensitive and familiar with Human Rights Based Approach (HRBA).
- Willingness to frequent field visits.

## **Application instructions**

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

- The last date of application is **16 November 2023.**
- Please [Click Here](#) to submit your application.

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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.**

**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.**