

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

Officer - MEAL (Monitoring Evaluation Accountability and Learning)

- Project : SUSHIL Project (Supporting the Unity and Sustainability of Civil Society Organizations (CSOs) to uphold Human rights, national Integrity and rule of Law in Bangladesh), funded by EU
- Unit/Priority : MEAL Unit
- Number of Position : 01 (One)
- Location of posting : Dhaka, with regular field visit
- Types of contract : Fixed Term Contract
- Duration of Contract : Up to 31 December 2026 (If not extended)
- Salary and benefits : Monthly Gross Salary with other admissible benefits such as gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy etc

Position Summary

Under the overall guidance and supervision of Manager - MEAL, Officer - MEAL is responsible for support 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 conduct process monitoring, 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 (are not limited to)

Technical Capacity:

- 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 ManagerMEAL.
- Facilitate process monitoring along with program and project team and share findings.

Reporting and Data Management:

- 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 for assigned projects.
- 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:

- 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:

- 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

The person who holds this position will be reportable to the **Manager – MEAL** of ActionAid Bangladesh. S/he will closely work with organisation's strategic, operational priorities and projects.

Required Educational Qualification and Experiences

Education

- Graduate in social science or relevant subject. Preferably on higher education on development studies, social science, political science.

Experience

- Minimum 2-3 years' working experience in development organizations in relevant programme. Preferably worked in International NGO, National NGO.
- Experience in the rollout accountability framework at the organisational level.
- Able to manage MEAL functions of EU funded projects.

- Experience in data collection, data management, analysis, and progress reporting and methodologies.
- Ability to present data (dashboard) and explain information clearly and concisely.
- Understanding of Human Rights Based Approach Programming Efficiency in English (writing, reading, and speaking) Excellent report writing and documentation.
- Computer skills, including MS Office and SPSS/Stata. Experience in Power Bi/Nvivo will be an advantage.
- MEAL process with partners, preferably in Human Rights Based Approach (HRBA).
- Capacity building of the partners' staff members <https://actionaidbd.org/> Find us also in Facebook and Twitter for regular updates! Proven skills of setting indicators, tools, and systems and in quality assurance.
- Experience in ensuring data quality management Excellent data analysing, documentation and report writing skills is essential. Willingness for extensive community visit.

Required Competencies

- Strong Interpersonal Communication
- Clear understanding on Governance, Civil Society and youth engagement, Human Rights, Women's Rights, women leadership, empowerment and SRHR.
- Good analytical ability to understand the community needs
- Skill in applying participatory methods and tools
- Excellent documentation and report writing skills is essential.
- Team building spirit and capacity to work under pressure.
- Good communication and presentation skills

Application instructions

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

- Last date of application is **19 March 2026**.
- Please [click here](#) to submit your application.

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.

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.