**ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.**

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

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

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| 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. **\*\*\*\*\*** 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, 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 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. S/he will 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: 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 setting, level-wise targets as well as M&E planning.
* Develop and manage database for the project/ LRP.
* Ensure timely and periodic data submission and MIS update including data quality, accuracy, and completeness, especially at local level.
* 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 (PRRP) at field and AAB level with partner organization.
* Support to analysis and compile of yearly plans and budget.
* Support to design and develop tools for conducting process monitoring at field level along with programme, project team and undertake routine field check and share process monitoring findings.

**Reporting and Documentation: 30%**

* Analysis of quarterly and annual report of the LRP/projects and prepare summary report including IPTT reports of different projects/LRP.
* Responds to the need of preparing quarterly report of projects whenever necessary.
* Contribute to preparing reports related to M&E.
* Analysis and prepare LRP wise PRRP report and share findings and learning.
* Support to prepare programme priority wise PRRP report.
* Collect case stories from LRP based on analysis of result.
* Document good practice, lessons, challenges.
* Develop case studies as evidence based on the impacts of our work.

**Capacity Building: 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: 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/ prgramme manager.

**Required Educational Qualification and Experiences**

**Education & Training:**

* Graduation, preferably in social sciences/development studies/statistics/relevant subject with academic and professional credibility

**Experience***:*

* At least 2 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.
* 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.

**Relationships**

The person holds this position will be directly reportable 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.

**Application instructions**

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

instructions:

* + The last date of application is **26 May 2022.**
  + Please [**Click Here**](http://jobs.actionaidbd.org/login) 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.**