

**JOB DESCRIPTION**

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| Job Title | **Manager Monitoring Evaluation Learning - Bangladesh** |
| Reports To | Country Director - Bangladesh |
| Job Location | Dhaka with frequent travel to project locations within Bangladesh |

**Job purpose:**

The Manager Monitoring Evaluation Learning will provide strategic direction to the team in M&E process and implementation, develop and implement a comprehensive M&E plan for the programme of ADD Bangladesh for capturing quality programme learning and impact on the PWDs with high quality data, information collection, analysis and reports. The position should have work supporting the Program Quality Learning and Monitoring Evaluation and Learning Advisors, based in UK HQ

**Key Responsibilities:**

## Key areas of responsibility.

* Give strategic support to the project team on M&E
* Monitoring and tracking the progress of the project as per log frame and prepare various periodic reports as per Donor and organizational requirement.
* Regular visit to DPOs, Partners and other activities with stakeholders group, capacity assessment, preparing learning documents and support to strengthen project team members knowledge generation and management.
* Train the team members, and partners for their capacity enhancement on M&E to ensure the correct utilization of all M&E tools and processes according to the M&E framework
* Participate and ensure accurate and timely completion of regular M&E system operations including: baseline, annual and end line surveys; regular monitoring; data collection, verification and analysis; and feedback to all stakeholders according to the M&E work plan in relevant fields
* Ensure the preparation of a harmonized M&E work plan in alignment with program plans, ensuring M&E functions are incorporated into individual staff and team work plan
* Develop and keep update project MIS
* Analyze M&E data with program staff, partners and beneficiaries, adjusting/setting work plans, targets, and action plans through feedback sessions
* Develop timely, accurate and impact-oriented internal and external reports incorporating information and analyses from M&E system data and feedback sessions
* Facilitate and communicate with program team for regular M&E meeting
* Ensure that case studies and other reports of progress and learnings in support of impact of ADD International Bangladesh works are well documented to share with different stakeholders including the donors.
* The position requires field visits in the locations where ADD has its program interventions and at the DPO/partner organizations’ level or where it requires.

## Person specification

#### Essential:

* Master’s degree in Statistics/Development Studies/Social Science or in any other relevant discipline from a reputed University within and outside the country. Special training on M&E and data management would be added value
* Professional experience in national and international development NGOs for at least 5 years in similar MEL positions, previous working experiences with large projects in similar position will be added value
* Experience in capacity building and training within the areas of M&E
* Good understanding of Logical Framework and indicator setting
* Ability to work in team and adopts a team style which adds value to work and reinforces good working practices.
* Have proficiency in facilitation skills and can effectively handles discussions with a focus on both groups and individuals
* Cross-culturally adept and adhere to follow Child and Adult Vulnerable; Gender Safeguard Policy and sensitive to issues as appropriate
* Demonstrate excellent interpersonal skills and ability to work well as a part of a team and to interact professionally with culturally and linguistically diverse staff, program, and participants both in the office and outside

#### Desirable:

* Have knowledge and clear understanding on Human Rights and Persons with Disability’s rights along with National and International Legal Instruments on Disability Rights
* Outstanding oral and written communication skill including fluency in Bengali and English
* Ability to travel domestically and internationally
* Practicing participatory (M&E) tools and methodologies for program identification, implementation, monitoring and evaluation
* Advance compute skills including working with Microsoft Word, Excel, PowerPoint and SPSS etc.