

## Job Description

Position	<b>Senior Monitoring and Evaluation Specialist</b>	Grade	D2
Department & Location	Advancing Adolescent Health (A2H) Project Country Office, Dhaka	Date	November 29, 2016
Reports to	Project Director, A2H		
Purpose:	<p>The Senior Monitoring and Evaluation Specialist is the senior-most M&amp;E position in the grant-funded A2H program. The position is responsible for overall management of monitoring, evaluation, data accuracy, and related training and supervision across in all eight Upazilas in the Rangpur district. This includes:</p> <ol style="list-style-type: none"> <li>1. Supervision of other A2H M&amp;E staff, in the field and Plan International Country office, in data collection, maintenance and analysis;</li> <li>2. Training project staff on data collection and preservation methodologies;</li> <li>3. Preparation of all M&amp;E reports to USAID</li> <li>4. Representation at senior level meetings with USAID and partners regarding M&amp;E</li> <li>5. Assurance of data quality</li> <li>6. Serve as point of contact with Measure Evaluation for the duration of the project</li> <li>7. Preparation and control of program-related data for the Plan SAP system.</li> </ol> <p>The M&amp;E Specialist provides monthly and quarterly information to A2H management in order to:</p> <ul style="list-style-type: none"> <li>• Identify problems in program implementation and effectiveness, and find solutions;</li> <li>• Discover trends and patterns in program implementation;</li> <li>• Keep program activities on schedule as required by the donor-approved work plan;</li> <li>• Improve program impact and reduce risks to Plan and A2H; and</li> <li>• Measure progress toward objectives and advise formulation of improvements.</li> </ul>		

### Dimensions of Role:

*Financial measures or statistics relevant to post such as budget; list of direct and indirect reports*

#### Direct and indirect reports:

The position holder has one direct report: M&E Specialist of A2H Project. Apart from this, he/she maintains functional relationship with the M&E point person in two partner organizations on project M&E deliverables and capacity building.

#### Budget/Asset management:

The position holder usually does not have a delegated authority for expenditure.

Communications requirement:

Continuous communication internally with technical and implementation team of A2H project, Core M&E at central and divisional office level and USNO; externally with Partner M&E focal persons, USAID Bangladesh Office, as well as relevant government agencies related to the project.

Risk management:

He/she will take proactive stance in identifying and mitigating child protection/ and donor compliance on M&E related risk at Plan as well as at partner organizations.

External representation:

He/she represents Plan and A2H project on issues related to M&E. At a time the position holder represent Plan in different forum/networks related to A2H project as assigned by supervisor.

Reach/breadth of the post/ or area of responsibilities:

1. The Senior M&E Specialist will prepare quarterly and annual activity implementation timelines, so that finance staff can develop related budgets by line item.
2. The M&E Specialists oversees A2H's online MIS data collection system and its related statistical analyses.
3. The M&E Specialist oversees data collection and preservation activities of indirect reports in field offices and BCO. Indirect reports in data collection include all other A2H M&E component leads, managers, and specialists.

**Typical Responsibilities - Key End Results of Position:**

**Key Result Area (KRA) 1: Adapt and/or develop M&E tools for use by Plan and sub-recipients**

*Key Performance Indicators (KPIs)*

- 1.1 USAID approved M&E tools developed based on PMP, MEP and Learning Agenda.
- 1.2 M&E tools are reviewed, approved and in use by stakeholders

Key Activities

- 1.1.1: Following USAID guidelines, develop M&E tools for use throughout life of A2H project (baseline, process evaluations, MIS, quarterly and annual reporting)
- 1.1.2: Develop and monitor a system to upload information into relevant USAID systems including data library
- 1.1.3: Ensure all proposed tools are reviewed and approved by key A2H and M&E project staff in both the Dhaka and Rangpur office as well as our partners.

**Key Result Area (KRA) 2: Performance Monitoring Plan, Research and Project planning**

*Key Performance Indicators (KPIs)*

- 2.1 Performance Monitoring Plan (PMP), Annual Work Plan (for M&E) are prepared in line with appropriate USAID guidance and Plan's policies and procedures. These plans should be in place, approved and implemented.
- 2.2 Monitoring and Evaluation framework developed/ reviewed and in place
- 2.3 Research proposals, concept papers, SOWs and TORs for project evaluations are prepared as per the project plan,
- 2.4 # of evaluations or research activities commissioned and completed according to Plan's and USAID's guidelines.

### Key Activities

- 2.1.1 Coordinate M&E activities with the key and local partners' staff, Plan staff and AHS Project Management
- 2.1.2 Implement tools and processes for the delivery of the Performance Monitoring Plan (PMP) for effectively unrolling the M&E Systems and launch the same at field
- 2.1.3 Develop M&E tools, analysis plan and design sample survey for use with key beneficiary groups
- 2.1.4 Support A2H Project in program planning (PIP, Annual Work Plan etc., including budget for M&E.)
- 2.1.5 Review the Partner's Project Proposal to ensure that activities in the PPs are in line with program achievement indicators and other interest of Donor/Plan that relevant to M&E.
- 2.1.6 Prepare research proposal, concept papers and TOR; coordinate the activities of M&E consultants and independent evaluators.

### **KRA 3: Capacity building on M&E (both Plan field staffs and Partners)**

#### *Key Performance Indicators (KPIs)*

- 3.1 Plan staff, Partners and community are orientated on PMP and MEP as per plan; project performance assessment documents are in place;
- 3.2 Functional M&E and project MIS system is in place (survey, monthly reports, research reports etc. are available) and updated with periodic data flow from the field.
- 3.3 Partners M&E focal persons/ RMED are supported as per plan

### Key Activities

- 3.1.1 Conduct orientation and necessary refresher training on M&E systems
- 3.1.2 Ensure monthly data collection and progress analysis and planning against performance indicators through analysis and follow-up with partners and key staff
- 3.1.3 Organize annual workshop to analyze and share up-to date progress and develop action plan

### **KRA 4: M&E Technical support to Partners for proper implementation of M&E activities**

#### *Key Performance Indicators (KPIs)*

- 4.1 Preparation of Partners' M&E plan is supported and plan is in place
- 4.2 Filed visit conducted as per plan; reports prepared and shared with Project Team in Plan and partner organization

### Key Activities

- 4.1.1 Support partners to finalize and implement M&E plan (monthly, quarterly and annual)
- 4.1.2 Support partners staff to use monitoring tools and format as per guidelines
- 4.1.3 Support partners to maintain and update database through ensuring data quality assessment
- 4.1.4 Support partner to design data entry and compilation tools and methodology
- 4.1.5 Support partners in data analysis and producing reports
- 4.1.6 Conduct filed visits with partner staff to follow up implementation of M&E activities
- 4.1.7 Share M&E findings with partners and AHS team
- 4.1.8 Support partner to take appropriate measures based on field findings and develop internal M&E reporting mechanisms

## **KRA 5: Supervision and monitoring for quality of information**

### *Key Performance Indicators (KPIs)*

- 5.1 Database are in place
- 5.2 # of M&E reports produced as per agreed guideline of USAID
- 5.3 Report submission deadline met (to PD)

### Key Activities

- 5.1.1 Supervisory visits to the field to ensure that the quality and reliability of information is at an acceptable standard (bi-weekly/ monthly).
- 5.1.2 Conduct re-monitoring/ re-sampling and share the major findings with partner and Plan divisional staffs and A2H central management
- 5.1.3 Regular meetings with partner's assigned staffs for conducting M&E activities M&E to discuss field problems
- 5.1.4 Ensure timely collection and analysis of census and non-census sampling data
- 5.1.5 Ensure proper application of quantitative, qualitative, structured survey and PM&E

## **KRA 6: Corporate Software, Project MIS, Documentation and Report for A2H**

### *Key Performance Indicators (KPIs)*

- 6.1 PO prepared and PPM maintained
- 6.2 Reports produced maintaining guideline and meeting deadlines
- 6.3 # of presentation papers, documents, reports prepared and available

### Key Activities

- 6.1.1 Lead A2H M&E staff to prepare PO on PPM; maintain PPM and generate reports
- 6.1.2 Develop, tweak and monitor the project MIS as per project's needs
- 6.1.3 Collect information on project's interventions and submit to project management for continued learning, collaboration and adaptation.
- 6.1.4 Maintain and update M&E information database on a regular basis
- 6.1.5 Preserve all data/ information (electronically and hard copies as per organizational and donor's requirements).
- 6.1.6 Lead on the development of Quarterly and Annual Performance Management reports for A2H project for submitting to USNO
- 6.1.7 Work with Research Evaluation and Dissemination team to get feedback on documentation process

## **KRA 7: Staff supervision and capacity building (of direct report) as well as capacity building of Project Staff and partner staff on USAID and Project M&E**

### *Key Performance Indicators (KPIs)*

- 7.1 Performance appraisal of the direct report are managed against defined and clearly mentioned individual accountability plan and meeting deadlines; Capacity building initiatives are taken based on identified needs and ensure the same;
- 7.2 Defined capacity building pan of project staff and partner staff are in place following needs assessment; partners' staff and project staff capacity building on M&E (USAID) enhanced through capacity building initiatives.

### Key Activities

7.1.1 Communicating to the team a clear and exciting vision for Project M&E; direct report fully understands the outcomes that are expected of him/her and that he/she are aware of the success criteria which pertain to work

7.1.2 Work is planned and organized in a way which will meet the needs of the organization/project in the most cost effective manner possible; ensuring that team members are work effectively in a team while still setting their own work plans

7.1.3 Team members are supported to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment

7.1.4 Monitoring and reviewing performance and, in particular, staffs are accountable for meeting the success criteria and delivering any improvement goals which have been identified; giving corrective feedback where required and taking decisive action in the case of poor performance

7.1.5 Annual capacity building plan for project staff and partner staff on M&E is prepared in consultation with the project and partner staff (through TNA); allocate necessary budget for this within the project budget and complete capacity building initiatives as per plan.

### **Dealing with Problems:**

*Complexity of problems handled and the degree of investigation, analysis, and creative thinking required for solving them.*

- The job holder needs to establish protocols and processes for smooth implementation of M&E activities at Plan and partner organization and influences other persons on the same at Project technical persons, Core M&E of Plan and partner organization who do not directly reportable to person.
- Being this a pilot project the position holder needs to cope with the frequent changes in the planning, M&E indicators as advised and agreed with donor while support the team in Plan and Partner to get oriented and reoriented on the changes;
- Take proactive stances in identifying and resolving conflicts among project team members and implementing partners; negotiate, motivate and supports drawing win-win outcomes.
- Working in a highly competent team and gaining respects through trust-building and then through educating USAID M&E technical areas as necessary within Plan and partner.

### **Communications and Working Relationships:**

Internal contacts:

<b>Position</b>	<b>Reasons for contact</b>	<b>Level (high, medium, low)</b>
Project Director	Direct supervisor/to report	<b>high</b>
A2H Program managers, specialists and field staff	Indirect supervision of related work, training, Information sharing	<b>high</b>
A2H Plan and partner M&E staff in both Dhaka and Rangpur	Indirect supervision of related work, training, Information sharing	<b>high</b>
Communications teams of A2H and BCO	Information sharing on Plan BD impacts	<b>high</b>
BCO Grants and teams	Knowledge sharing and training support	<b>medium</b>

External contacts:

Position	Reasons for contact	Level (high, medium, low)
USAID	Preparation and presentation of all data and tools, reports and evaluations.	medium
Measure Evaluation	Collaborate on development of M&E tools and implementation of data collection at field level.	medium
Local partner NGOs	Indirect supervision of related work, training, Information sharing	high
Local Govt. authorities	To share A2H models, achievements and sustainable methodologies and approaches.	medium
Other development organizations	Same as above	high

### Knowledge, Skills and Behaviors Required to Achieve Role's Objectives:

*Gained through education, training, & experience (core and functional competencies required for this job with level i.e. proficient, knowledgeable or aware)*

Core Competencies	Level
<b>Understanding Plan:</b> <i>Understands the role of Plan and context in which Plan works</i>	Proficient
<b>Leadership:</b> <i>Cultivates an environment where people are confident to take the initiative, be innovative and learn new ways of working</i>	Knowledgeable
<b>Communicates effectively:</b> <i>Adopts an appropriate communication style when communicating with the whole range of colleagues, partners, Children and communities; exhibits active listening and effective feedback; ability to clearly and convincingly express thoughts and ideas in written and verbal form</i>	Proficient
<b>Facilitating CCCD:</b> <i>Adopts appropriate tools and methodologies to facilitate disadvantaged children, families</i>	Knowledgeable
<b>Management:</b> <i>Manage resources (staff, budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills</i>	Knowledgeable
<b>Positive team style:</b> <i>Adopts a team style which adds value to work and reinforces good working practices</i>	Knowledgeable
<b>Child protection awareness:</b> <i>Demonstrates an understanding about the Child Protection Policy and compliance, applies the possible protection measures within the scope of job, and provides inputs for strengthening child protection measures.</i>	Knowledgeable
Functional Competencies	Level
<b>Development management:</b> <i>Understanding of and ability to serve as development catalyst and practitioner given the country public health issues and Plan mandate</i>	Knowledgeable
<b>Knowledge on Corporate systems:</b> <i>Understanding on CPME, PPM, SAP</i>	Proficient
<b>Knowledge in research and evaluation:</b> <i>Understanding of technical aspects in qualitative and quantitative research and evaluation</i>	Proficient
<b>Knowledge in different development issues:</b> <i>Understanding of different development initiatives i.e. gender equity, child rights, MDG, PRSP, etc.</i>	Knowledgeable
<b>Analytical skill:</b> <i>Ability to apply holistic approach by analyzing the relationship between the facts</i>	Proficient
<b>Writing and documentation skill:</b> <i>Ability to conceptualize and present in an organized way and clearly</i>	Proficient
<b>Fieldwork management:</b> <i>Ability to administer data collection, supervision of RA, ensuring quality data</i>	Proficient
<b>Communicate research and evaluation effectively:</b> <i>Understand the need of the programs and management and ability to serve as per their need</i>	Proficient
<b>Dissemination strategy:</b> <i>Understanding of different strategies of dissemination and ability to disseminate properly</i>	Proficient
<b>Participatory management:</b> <i>Ability to involvement team members decision making and consensus building</i>	Knowledgeable

<b>Statistical software:</b> <i>Ability to use different statistical software (e.g. SPSS) in computers for data analysis</i>	Proficient
<b>Network and collaborating:</b> <i>Establishing good relationship with all the stakeholders and maintain networks with government and non government agencies</i>	Knowledgeable
<b>Training and Facilitation skills:</b> <i>Effectively trains, handles discussions with a focus on both groups and individuals to enrich participants' understanding of particular subjects or situations, understands process and can diagnose group needs and intervenes accordingly</i>	Knowledgeable
<b>Technical skill:</b> <i>Ability to handle PC, software for data analysis (using SPSS, MS-Access, MS-Excel, Power points etc.) presentation in multimedia and use of internet</i>	Proficient

**Demonstrates the attitudes of:**

- Integrity, transparency, proactive stance
- Respect for gender equity
- Adherence to child rights
- Willingness to work on behalf of the organization/and the project at the time of disaster within Plan/Project areas or outside.

**Required Qualifications**

- Minimum of 10 Years of M&E Experience; 5 Years in Senior M&E and/or Key Personnel position, preferably with USAID
- Comfortable speaking and writing in English
- Public Health, specifically Sexual and Reproductive Health and Family Background, preferred but not required.

**Physical Environment and Demands:**

*May be "typical office environment"; note if heavy lifting, climbing, excess travel, etc.*

Based at BCO with 40% travel to project areas

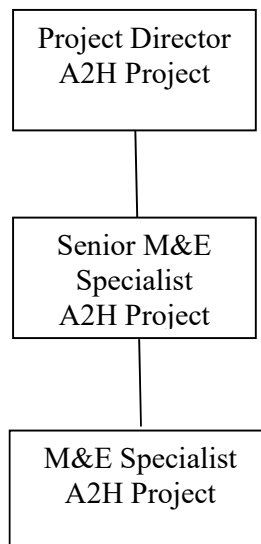
**Level of Contact with Children:**

**Low contact:** *No contact or very low frequency of interaction*

**Mid contact:** *Occasional interaction with children*

**High level:** *Frequent interaction with children ✓*

**Organizational chart:**



I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of Plan.

POSITION HOLDER

Name

Signature

Date