

Job Description

Position	Monitoring & Evaluation Specialist, Building Better Future for Girls (BBFG) project	Grade	C2
Department & Location	Program Implementation Team , Rangpur Divisional Office - Plan International Bangladesh, Kurigram	Date	May 2017
Reports to:	Project Manager, BBFG project	Functionally Reporting with: Head – MER&KM	
Purpose:	<p>Working in 50 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programmes that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.</p> <p>Plan International Bangladesh is going to implement its 4th Country Strategy (CS-IV) developed for five years covering fiscal year 2016 to 2020 towards a longer term vision of a Bangladesh where “Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.”</p> <p>In view of achieving this vision, Plan International Bangladesh has identified six strategic objectives which will create opportunities and capacitate children, youth and their communities in ten districts for accessing to quality health services, inclusive education, protection from all sorts of violence including child marriage and child labour, improved sanitation facilities, disaster management and climate change, and life skills and pre-employment skills for economic and social empowerment. For achieving results in each of the above thematic areas Plan International Bangladesh aims at installing a robust M&E system for tracking the result chain of every projects and the benefits of our programs reached the sponsored children.</p> <p>Plan International Bangladesh has been awarded about 3.9 m Euros by SIDA for a 5-year long Plan project titled ‘Building better Futures for Girls: Supporting a district action plan to end child marriage in Kurigram’. Plan is going to implement this project in partnership with RDRS Bangladesh for achieving following outcomes:</p> <p>Outcome 1: Girls protect themselves from harmful gender norms and practice, and determine their own futures</p> <p>Outcome 2: Communities value the girl child, challenge gender stereotypes and take action to stop child marriage</p> <p>Outcome 3: District and local level child protection systems of Kurigram district are strengthened to address and respond to child rights violations (especially child marriage and birth registration)</p> <p>The project is aiming at reaching a total of 137, 532 direct beneficiaries 1,433,866 as indirect beneficiaries which includes higher secondary and higher secondary students, secondary school teachers members of youth club, community based child protection members of UP standing committees and religious leaders etc.</p> <p>Reporting to the Project Manager (functional reporting with Head MER&KM) the Monitoring and Evaluation (M&E) Specialist will be responsible for executing the M&E framework and tools to monitor the project result chain; building the capacity of partners staff members for rolling out results based monitoring system; and introducing community based monitoring system with the participation of natural leaders and community groups. The incumbent will also be responsible for preparing periodical narrative and formative reports; taking initiatives to conduct diagnostic studies; and organizing workshops for packaging learning from all projects. M&E specialist will report to Project Manager of BBFG project with functional reporting to Head of MER&KM at Bangladesh Country Office.</p>		

Dimensions of Role:

- The M & E Specialist will design, develop and implement the M&E framework/strategy, system and quantitative and qualitative tools, with a focus on management information systems strengthening and incorporating mobile technology.
- The M&E specialist will be responsible for ensuring effective and quality implementation of developed M&E system and tools, validating data, capturing learning and reporting M&E findings
- The position provides technical support for developing Results Framework, results based M&E system, MIS and Downward accountability mechanism
- Leads regular monitoring data collection, verification, entry, spot checking, analysis, reporting and sharing, ensuring accurate, high quality household, community and facility level data is collected on all PMF (Performance Measurement Framework) indicators on a regular basis and as per agreed framework and timelines
- The M & E Specialist will liaise with Partner NGO M&E colleague, Program Specialists, Programme Manager for tracking results
- Supports the implementation of Programme Quality Policy and work with other to facilitate continual learning
- The position needs at least 30-40% visits to RDO and Bangladesh Country Office, and involvement in good analytical and report writing works.
- The position does not directly line manage anyone

Key End Results and typical Responsibilities:

“What” is done and “why”, but not “actions” or “how”; include indicators for success

Key End Result Areas (KERA) 1: Development of M&E framework of BBFG project following the guide line of Plan International Bangladesh and donor agency

Indicators for success

- Works with central MER & KM team for developing M&E matrix and tools and establishes technical standards of implementation in consultation with relevant Programme Specialists
- Develop Results Framework, Logical Framework, Definition Matrix for the Project and its Partners in line with targeted results and indicators.
- Develop a detailed M&E plan, research & evaluation plans, detailed protocols, procedures, roles & responsibilities for data collection and analysis.
- Systematic review and update the project log frame and indicators and monitoring mechanism of the project for adopting new ideas, definition and updated development based on the stakeholder feedback including community and field experiences
- Develop key questions, methods and tools for community reflection/ beneficiary downward accountability workshop and ensure its practice at Programme and Partner level and adequate analysis for quality Programme planning and implementation

Key End Result Areas (KERA) 2: Support in planning and decision making of BBFG Project including Partners from M&E perspectives.

Indicators for success

- Assist to develop the project including Partners specially defining the projects/programme logic with smart indicators following CCCD approach and its broader M&E strategy in the design phase
- Guide the projects and Partners under the programme to develop annual and quarterly implementation plans
- Ensure the project has completed baseline study before starting the activities
- Review data collected from revised monitoring tools, as well as routine review of facility and support community level data through collection of monthly performance report from union level for partners.
- Collect information from the projects and Partners for the quarterly output monitoring
- Annual results monitoring using appropriate methods and tools and analyse the situation and feed back to the individual projects/programme immediately the issues that need immediate attention
- Quarterly visit to the project and Partners field to validate the activities record sheets, observing the significant changes of the programme participants
- Quarterly Learning report for the project focusing on output effectiveness.

Key Result Areas (KRA) 3: Project including Partners has a functional M&E and MIS system and staffs are trained and confident in using the developed M&E System so that it is effectively able to measure the results;

Indicators for success

- Project MIS is developed/established to generate information for monitoring and management decisions. Develop activity and output tracking module linked to MIS.
- Indicators are being monitored through MIS and supporting the RDO dashboard
- Develop and/or adapt data collection systems and processes to introduce and share preterm related data at all levels
- Ensure that the Project and their Partners has a computerized database including possible for managing and analysing M&E information that projects/programme can use their regular management decisions and further programme quality improvement
- Develop plans for capacity building of all staff that is responsible for M&E and data collection.
- Lead in facilitating the Monitoring workshops & trainings with local level data coordinators, NGO partners, MOWCA officers, and other government departments to ensure MIS is well operationalized at community, Union & Upazila level.
- Organize M&E training to the partners to enhance their capacity in M&E through a participatory process with assistance from Divisional MEL specialists and also provide regular post training follow up and mentoring support.
- Provide support to the project staff and partners to ensure that they are regularly reporting the process, output, outcomes, and impact on beneficiaries through the agreed M&E process.

KERA 4: Provides reports to management for developing management responses as well as implement Accountability Feedback System (AFS)

Indicators for success

- Lead in implementing Accountability Feedback System in the Project Locations through partners
- Prepares and compiles monthly/quarterly/annual monitoring report for the programme team and for the donors.
- Identifies the lagging factors for management responses.
- Provides inputs and feedback on different studies, monthly/quarterly/annually progress reports as and when required.
- Update the quarterly and periodical data in the SAP monitoring system

Key Result Areas (KRA) 5: Good quality Research and studies are undertaken and MER findings and learning of the project are appropriately documented and disseminated for further improvement.

Indicators for success

- Incorporate the global Knowledge Management Tools in the projects through providing orientation and trainings.
- Provide supports to the program team to prepare case studies to capture qualitative outputs of the project and writing reports
- Designs action research works in line with the program requirement and shares findings methodically.
- Reviewing the ToR for Baseline study, midterm, and end-line Evaluation initiatives of the assigned project of Plan Bangladesh and Coordinate management response for the evaluations as well as follow up
- Support the Baseline Study, Mid-term and End-line evaluation, KAP, training needs assessments, gender analysis of the assigned projects by assessing all the proposals for short listing and recruitment of consultants/firms for internal & external studies
- Supporting the project staff and Partners as well as coordinate with Divisional MEL specialists, to find out case studies (at the beneficiary level) and feed such case studies/Most Significant Change stories to the MER desk
- Synthesizes documentation and reporting of monitoring data, lessons learned and success stories from targeted areas for internal and external sharing
- Work with the Manager Research & Knowledge Management (RKM) for disseminating and sharing project learning (related to output, outcome) with key stakeholders
- Prepared document on M&E key findings using local language and sharing with the programme participants and other key stakeholders

- Regularly attend MER&KM coordination meeting and share new ideas and innovation of MER work; tools and techniques with other colleagues
- Supporting colleagues to ensure Child Rights Policy and Humanitarian Accountability standard and CCCD Standards and all outstanding aspects of Plan work are identified, promoted and shared both within programme and also within Plan International Bangladesh
- Supporting the objectives set for MER&KM unit
- Supports the roll out of other key Programme Quality Policy components

Dealing with Problems:

Application of knowledge required for the role, complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them.

Monitoring, Evaluation and Research (MER) are crucial components for ensuring high quality outcomes and impact in rights based programming. Barriers that M & E Specialists will have to deal with include:

- The technical capacity for supporting M&E is challenging at Partners level.
- There is an increasing demand for high quality M&E information by PLAN & donors.

M&E Specialist needs to be able to

- Work with staff at divisional offices and Partner staff on implementing high quality MER;
- Communicate concisely on what needs to be done in terms of M&E in the project.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

Internal Contact:

Position	Reasons for contact	Level (high, medium, low)
Head of Protection	For developing designing M&E system for programme and projects; developing RF & TOC, disseminate monitoring information.	High
Manager RKM	For all MER&KM initiatives of the unit including finalising the ToR, Ethical Approval, APPR, AOM, Evaluations, Management Response etc.	Medium
Programme M&E Specialists at Central MER Unit	Supporting implementation of M&E, Developing the tools and sharing the learning	High
MEL Specialists at Divisional Offices (RDO)	Supporting implementation of M&E in the divisional offices; Capacity building of Partners; Carry out the field monitoring activities	High
Divisional Manager	Work together for the roll-out of PQP, MER initiatives and field monitoring.	Low
Plan International Sweden (M&E Focal)	For Monitoring and Evaluation planning and implementation. Alignment with Donor requirement and uniformity with other countries.	Medium

External contact:

Position	Reasons for contact	Level (high, medium, low)
Other Research Organisations/Universities	Establishing and maintaining liaison related to Research Opportunities, Baseline, Mid-term, end-line evaluations	Low

Consultant/Consulting Firms	For undertaking the Baselines, Mid-term & Final Evaluations	Medium
Respective donor agencies	Maintaining liaison/network related to project specific research studies and evaluations reports	Low
Govt. authorities	Advocating project issues and maintaining liaison for securing directives toward implementation of project as required	Medium
Other international development organizations	For iNGO knowledge network and sharing of lessons learned For co-organising the knowledge convention	Low
Other development organizations including partner organization	For collaboration and partnership on specific issues as well capacity need assessment. For M&E and MIS activities	High

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

Knowledge

- Knowledge of theories of child-rights programming and child protection (programmatic and safe-guarding) as well as Understanding of integrated development issues and critical analysis of child poverty
- Knowledgeable on participatory M&E tools and systems
- Understanding and experience on Theory of Change Approach, Result based Management
- Knowledgeable on tool design for qualitative and quantitative research
- Understanding of different strategies of dissemination and ability to disseminate properly
- Understanding on the need of the programmes/projects and management and ability to serve as per their need.
- Thorough experience working with national sources of data, including government statistical sources, MIS systems and maternal and child health indicators

Skills

- Strong planning and organizational skills
- Ability to develop & maintain MIS and analyse data
- Skills in managing qualitative and quantitative data collection
- Thorough experience with the use of technology for data collection including mobiles phones and Global Positioning System (GPS) preferred
- Working experience in community participation in development/programming
- Ability to manage large datasets and experience in interpreting both quantitative and qualitative data Ability to deliver to tight deadlines
- Demonstrated facilitation and active listening skills
- Solid writing skills (in English and Bangla)
- Skills in using Microsoft Office and other software applications relevant to M&E. SPSS is mandatory.
- Skills in using Database software, e.g. MS Access

Behaviours

- Promotes innovation, learning and a strong learning culture in the organisation
- Communicates clearly and effectively
- Strong team building and motivational skills
- Demonstrates clear respect to all and especially children and women without discrimination
- Involves others in setting and achieving goals
- Demonstrates honesty and transparency in holding self and others to account to deliver on agreed goals and Plan's standards of behaviour
- Balances future vision with practical delivery

- Acts as a team player, willing to get the best outcome overall, adjusting own priorities if necessary
- Remains calm and positive under pressure and in difficult situations

Qualification and Experience Required

- At least Postgraduate degree in Public Health or economics or demography or statistics or monitoring & evaluation or development studies or social sciences or other relevant field
- 4-5 years of progressively responsible experience in design, planning, monitoring, evaluation and research in international development, preferably in child rights and protection. Priority will be given to individuals who have prior experience working in Child protection and Child Marriage related project.
- Experience and Proficiency in MS Excel is mandatory & SPSS desirable

Physical Environment and Demands:

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

Based at divisional office with at least 70% travel to project areas and 15% time to be spent on coordination with stakeholders for networking and 15% at Plan Bangladesh Country Office

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

Please attach an organization chart of your department:

