

Job Description



Position	Technical Specialist-M&E	Grade	C-2
Department & Location	Community Managed Health Care Program-Generation Breakthrough Project	Date	June 2013
Reports to:	Project Manager-Generation Breakthrough (With functional reporting to Head MER&KM).		
Purpose: How does this position support Plan's strategy and mission?	<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 programs that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively. Please see http://plan-international.org/about-plan for Plan's Strategy.</p> <p>Plan Bangladesh is going to implement its 4th country strategic plan (CSP-IV) developed for five years covering fiscal year 2016 to 2020 towards a longer term vision of a Bangladesh where <i>"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."</i></p> <p>We will contribute towards this vision by designing and implementing quality programs and projects in major areas following right based approach. These major areas are: Health, Education, WASH, Child Protection, DRM & Climate Change and Youth Economic Empowerment.</p> <p>The programme departments of Plan's Country Offices in Bangladesh have Monitoring Evaluation, Research and Knowledge Management (MER & KM)) unit which is responsible for improving program quality and accountability through supporting and implementing high quality MER in programs and projects and, providing evidence for programme design, planning and effectiveness. Plan Bangladesh has been awarded a four year grant of \$3,000,000 from UNFPA to implement the Generation Breakthrough (GB) project. Plan Bangladesh is using these funds to develop a replicable model for changing gender attitudes of adolescents in the school and out of school adolescents. The strategies for this project will be 1) modern and styled media campaign, 2) service delivery through using telecommunication and internet and existing government and non government ASRH service facilities, 3) implementing GEMS curriculum in the school and clubs, 4) Effective model building through monitoring and research. The project location will be Patuakhali, Barguna, Barishal and Dhaka. 350 schools and 200 clubs will be primary focus to reach the adolescents.</p> <p>The Monitoring & Evaluation Specialist will be responsible for the quality of M&E initiatives of the Generation Breakthrough (GB) Project as well as contributing to overall Strategic Objective on Right to Health. The initiatives will capture the impact, outcomes, outputs and activities of the project and Health Programme. The position is of crucial importance to programme quality policy.</p> <p>The Monitoring & Evaluation Specialist will be Responsible for preparation of periodical narrative and formative reports. Preparation on monitoring reports sharing findings with</p>		

Project Management Team. M&E Specialist will take initiatives to conduct research activities and organize workshop for packaging a replicable model of the project.

Dimensions of Role:

- The position will provide extensive supports for developing and implementing Programme Monitoring Framework for the project including detailed M&E Plan.
- The position provides technical support for developing Results Framework, results based M&E system, MIS and Downward accountability mechanism
- Designs, develops and implements the M&E framework/strategy, system and quantitative and qualitative tools, with a focus on health management information systems strengthening and incorporating mobile technology.
- 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.
- Responsible for sharing learning and best M&E practices with the project staffs, partners, communities, IP of Government sectors and MER team members
- Supports the implementation of Programme Quality Policy and work with other to facilitate continual learning
- The position needs at least 30-40% extensive field visit, and involvement in good analytical and report writing works.

Key End Results and typical Responsibilities:**Key Result Areas (KRA) 1: Development of M&E framework of GB Project following the guide line of Plan International Bangladesh and donor agency**

Indicators for success:

- 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 PMF 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 Result Areas (KRA) 2: Support in planning, implementing and decision making of GB 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
- Regular monitoring visits carried out, Analytical report on project progress and data quality produced and disseminated.

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

- Participatory assessment tools developed/adapted;
- Key project staff capacitated on use of Participatory assessment tools;
- Findings are analyzed and compared with baseline to assess project outcomes.
- Indicators are being monitored thru MIS: coordinated by the position holder with MoE and MOWCA to ensure alignment to national MIS.
- 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.
- 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.

Key Result Areas (KRA) 4: Good quality Research and studies are undertaken and MER learning of the project are appropriately documented and disseminated at the different levels.

Indicators for success

- 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
- Conduct mapping/assessment (age and sex disaggregated as appropriate) of preterm and still birth data availability
- 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
- 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.
- Prepared quarterly, six-monthly and Annual reports as per donor guideline.

Key Result Areas (KRA) 5: As a member of MER & KM team, support in developing and implementing the strategic direction in MER and work collaboratively with colleagues to ensure excellence within Plan's work is captured, promoted and disseminated.

Indicators for success

- Strengthen the M&E element of the projects and supporting the staff with the use of M&E findings
- Support the periodic review of the project work plans including, annual plans, quarterly plans and budgets for effective project implementation
- 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

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 studies by donors.

M&E Specialist needs to be able to

- Convince Project and Partner staff on the benefits of implementing high quality MER;
- Communicate concisely on what needs to be done in terms of M&E in a 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 Health	For developing designing M&E system for programme and projects; developing RF & TOC, disseminate monitoring information.	Medium
Manager RKM	For all MER&KM initiatives of the unit including finalising the ToR, Ethical Approval, APPR, AOM, Evaluations, Management Response etc.	Medium
Manager-Generation Breakthrough Project	To finalize the M&E plan and budget; to assist PM to package replicable model of the project	High
Advisor - ASRHR'	To provide necessary feed backs for maintaining good track record of the project activities	Low
Technical Specialist - GBV' Generation Breakthrough'	To provide necessary feed backs for maintaining good track record of the project activities	Medium
Project Coordinator - 'Generation Breakthrough'	To get assistance in data collecting and data validating	Low

M&E Specialists at Central MER Unit	Supporting implementation of M&E, Developing the tools and sharing the learning	Medium
MEL Specialists at Divisional Offices	Supporting implementation of M&E in the divisional offices; Capacity building of Partners; Carry out the field monitoring activities	Low
Divisional Manager	Work together for the roll-out of PQP, MER initiatives and field monitoring.	Low
Plan International Netherland NO (M&E Focal)	For Monitoring and Evaluation planning and implementation. Alignment with Donor requirement and uniformity with other countries.	Medium
Admin team at BDO and Barguna Project Office	To ensure logistics for the meeting, workshop events, joint training etc. of Generation Breakthrough project; and to ensure accommodation, travel arrangement and other logistics requirement while visiting outside the project area or when someone comes to visit project activities.	Low

External contact:

Position	Reasons for contact	Level (high, medium, low)
Project point persons of assigned partner organization	To Collect M&E information. Train and on job support on M&E tools and progress reporting	High
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
Respective Govt. authorities	Advocating project issues and maintaining liaison for securing directives toward implementation of project as required	Low

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 dataAbility 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 economics or demography or statistics or monitoring & evaluation or development studies or social sciences or other relevant field
- 3-5 years of progressively responsible experience in design, planning, monitoring, evaluation and research in international development with government, non-governmental agencies or similar organizations. Priority will be given to individuals who have prior experience working in pre-term birth related project.
- Experience and Proficiency in SPSS is mandatory

Physical Environment and Demands:

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

Typical office environment with 30% travel to divisional offices and field.

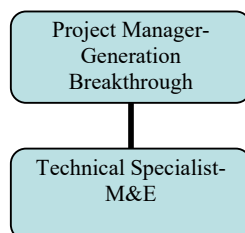
Level of Contact with Children:

Low contact: *No contact or medium 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:



Read and accepted by:

(Signature and Name of the employee with date)

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