

**POSITION ANNOUNCEMENT**

**M&E Specialist, Bangladesh Ashshash Project**

Effective with the release of this position announcement, Winrock International is recruiting applicants for the position of Monitoring and Evaluation (M&E) Specialist for a Swiss Agency for Development and Cooperation (SDC)-funded project in Bangladesh. The proposed objective of the project is to improve the well-being of 5,000 men and women who have escaped trafficking.

Qualified Bangladeshi nationals are strongly encouraged to apply, especially those residing in Bangladesh.

The responsibilities, duties, and qualifications are described in the attached position description. The position is contingent upon receipt of donor funding.

**Please CLICK HERE to download full job description**

**GENERAL:**

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

**SALARY:**

The annual salary will be commensurate with qualifications and experience. Excellent benefits.

**APPLICATIONS:**

Applicants should go to the ‘Join Us’ link at[**www.winrock.org**](http://www.winrock.org) and submit a current resume and cover letter referencing **Bangladesh Ashshash M&E Specialist** by October 3, 2018.

Winrock would like to thank all applicants for their interest but only candidates who meet all requisite criteria and are short listed will be contacted.

EEOE/AA.

**Position Description**

**POSITION TITLE:** M&E Specialist, Ashshash

**LOCATION:**  Dhaka, Bangladesh

**STATUS:** Full time; contingent upon continuation of donor funding

**REPORTS TO:** Bangladesh Ashshash Team Leader

**Position Summary:**

The M&E Specialist will be responsible for developing and managing M&E activities for a high-quality results-oriented counter trafficking-in-persons (TIP) program in Bangladesh.

**ESSENTIAL RESPONSIBILITIES:**

The M&E Specialist will oversee the implementation of the program’s M&E activities and data reporting requirements. S/he will also serve as the liaison for SDC on M&E matters and any external evaluation contractors throughout the life of the project. S/he will have overall responsibility for assuring that all M&E requirements are fulfilled to achieve the best result. Specific responsibilities include but are not limited to:

* Develop and steer implementation of the Ashshash monitoring and evaluation plan;
* Design monitoring and evaluation tools and processes;
* Coordinate with the Winrock Home Office set-up, training, and use of DevResults or a similar DBMS to capture, store, analyze and report on project results in accordance with donor and Winrock requirements.
* Ensure timely collection, verification and analysis of data for all program indicators and their timely delivery for quarterly and other required reports to SDC and other agencies as appropriate;
* Monitor project progress toward results;
* Supervise timely and accurate reporting of quantitative and qualitative data by program implementing partners, in cooperation with program staff;
* Validate data from program partners and staff, including through field monitoring visits;
* Prepare interpretation tools (e.g. tables and charts) of data extracted from the Ashshash database as needed;
* Design/update data collection instruments, schedules, analysis methods and applied technologies;
* Develop capacity of implementing partners to institute appropriate M&E systems within their organizations;
* Identify, document and share learnings acquired as a result of M&E to inform program planning;
* Build the capacity of local staff to assist in data collection and M&E reporting;
* Other duties as assigned.

**QUALIFICATIONS:**

**Education:** Master’s level degree in statistics, economics or a related field, specialized training/certification in monitoring & evaluation preferred. Alternatively, a bachelor’s level degree with eight years of relevant work experience.

**Work Experience:**

* At least five years of relevant M&E experience in international development, including experience and/or technical knowledge in the design and management of development projects.
* Previous technical experience in counter trafficking in persons, labor rights, private sector partnerships, governance, organizational capacity building, research and/or sustainability
* Experience working to strengthen civil society and government systems is preferred
* Experience working with local staff and local organizations to transfer skills and knowledge
* Experience with gender equality and/or social inclusion in development programs preferred
* Knowledge of international donor reporting requirements, including experience designing and implementing Monitoring and Evaluation Plans, rigorous impact evaluation design, and working with external consultants for third party evaluations
* Experience setting up and implementing an M&E system for an INGO/NGO-led project, including a database for storage and analysis of data for reporting, a strong plus.
* Understanding of national level MIS approaches and existing government databases/data collection preferred

**Skills:**

* Strong management, communication, and negotiation skills and the ability to collect data among a number of partners
* Excellent written and oral communication skills in Bangla and English are required
* Proficiency in word processing, spreadsheet (preferably Microsoft Access and Excel), and presentation software (Microsoft PowerPoint)
* Demonstrated knowledge/use of one or more off-the-shelf DBMS applications – Microsoft Access, MySQL, Quickbase, DevResults, etc a plus,
* Familiarity with database and statistical applications such as SPSS, SAS, or STATA preferred
* Readiness to travel frequently

Women, people with disabilities and those belonging to discriminated groups are strongly encouraged to apply.

All employees should adhere to Winrock International’s code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.