

Partnership and Monitoring Officer-Role Profile

Location	Dhaka, Bangladesh	Department	International
Reports to (Job Title)	Project Manager – ECSAP	Salary Band	E-High
Matrix manager	Click here to enter text.	<u>Competency level</u>	2

Role definition

Role purpose

The role holder will support Christian Aid's development programme in Bangladesh with special focuses on monitoring, evaluation, accountability and learning interventions. S/he will support the "Expanding Civic Space through Active CSO Participation and Strengthened Governance System in Bangladesh (ECSAP)" project, which is co-funded by the European Union and implemented by Christian Aid in collaboration with its partners across Bangladesh. The role holder will support partners and assist in the implementation of activities and MEAL Strategy and Plan in Development Programme in Bangladesh. The role holder will mentor partners and CSOs and conduct participatory monitoring activities with partners including assessments. Ensure the high quality and the accuracy of data collection (using hard and software tools). Analyse the information and timely reporting on line with project and sectoral activities timeline. Provide regular feedback on project progress, monitoring, accountability and learning observations and findings. Provide technical guidance while overseeing MEAL activities at field level.

Key outcomes

- Supported in finalizing studies/assessment (baseline, Midline, evaluation, research), need assessment, impact, outcome monitoring assessments;
- Maintained regular communication with project partner NGOs as well as CSOs working with the project;
- Supported project implementation team of consortium partners to quality delivery of activities;
- Required information and evidence for proposals development captured and provided;
- Prepare projects/programme reports for EC and any other donor (including core funded projects);
- Programme delivery through regular monitoring visits updated;
- Monitoring report with recommendation for addressing gaps and improvement provided;
- Case study collected and developed from the field for different audiences;
- Different databases particularly integrated programme information management system (iPIMS) regularly updated and maintained;
- Strong linkages between partner work & CA MEAL team developed through positive relations;
- On-going support provided to partners to roll out monitoring plans;
- Data from field periodically validated for reporting and iPIMS updating;
- Partner and beneficiary engagement facilitated;
- All partner information maintained and updated regularly;
- Partners and CSOs mentored through periodic field visits.

Role agility

Expected travel per annum Over 75 days	On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.		
Surge capacity for emergency responses No In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.			
Role context			
The role is in the MEAL program family to facilitate program delivery while ensuring high quality and sustainable impact. The role is key in implementing MEAL strategy and generating required evidence of the assigned project under the Economic Justice program of Christian Aid. Under the overall guidance from the Programme Manager- Economic Justice Christian Aid is represented appropriately and positive relationships are developed thorough the MEAL work that this role is involved in.			
Role requirements			
Relationships External: Build strong relationships with partners, networks, stakeholders and community beneficiaries Internal Build strong relationship with Bangladesh program team and MEAL units and staff.			
Decision making Budgetary/savings responsibility TBC Make decisions in order to provide technical input and overall implementation of project activities and MEAL functions. Day to day decision to ensure partner portfolio projects are running effectively and higher levels decisions on supporting the projects informed by Christian Aid's strategy. Support project proposals development through providing reliable data, facts and case studies. Ensure project proposals are prepared meeting all reporting requirements. Support identifying policy issues related to emergency response program. Contribute to shaping and implementing MEAL strategy, making sound decisions to support this			
Analytical skills Quantitative (such as SPSS, Power BI, MS Excel) and Qualitative (like nVivo, Altas preferable) data analysis skills required. Skills on quick articulation and precise writing in English are also desirable. Moreover, the post holder is required to develop new ways of doing things to better meet program goals requiring substantial creative or analytical ability.			
Developing self and others <table> <tr> <td data-bbox="180 1859 718 1930"> Number of Direct reports NIL </td><td data-bbox="718 1859 1439 1930"> Overall people management responsibility May have volunteers reporting to them </td></tr> </table>		Number of Direct reports NIL	Overall people management responsibility May have volunteers reporting to them
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Make use of the opportunity to develop own skills and career and at the same time help the team to develop their skills through necessary guidance, coaching and mentoring. Ability to take initiatives to be self-motivated and give and receive honest and open feedback. Ability to take initiatives to build the capacity of partner staff.

Role related checks

Child protection clearance Not required **Counter terrorism screening** Not required

Person specification

Applied skills/knowledge and expertise

Essential

- The post holder should have a first degree in social sciences or Degree in Economics, Statistics, Development Studies with 3-year experience of working in development projects with local and/international partner organizations.
- Strong positive attitude and ability to manage a wide range of issues of complicated procedures, indicated by 3 years learning period.
- Excellent communication & presentation skills
- Excellent verbal and written fluency in English and Bangla
- Ability to manage and work with multiple implementing partners delivering common objectives

Desirable

- Understanding on complex multi-partner projects
- Relevant experience in managing of institutional/ multilateral/ bilateral donor funded programmes (EC/DEC/FCDO, DFAT etc)

Digital/IT competencies required

Word, Excel, PowerPoint , KoBo	Intermediate	Web content design & development	N/A
Internet based collaboration tools and video calling	Intermediate	Social Media	Basic
Data Visualisation	Basic		

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