**AHP Bangladesh Rohingya Response Program**

**EKOTA Consortium Coordination Unit (CCU)**

**Terms of Reference (ToR)**

**MEAL Specialist**

**1. Ekota/CAN DO Consortium Summary**

EKOTA consists of three partners in Bangladesh-Caritas Bangladesh, Christian Aid and RDRS Bangladesh. Under the broad institutional framework of AHP, CAN DO partners will contribute to the DFAT’s international efforts to meet humanitarian and protection needs and increase resilience and self-reliance of Rohingya and host communities in Bangladesh. Keeping line with the DFAT’s expected outcomes CAN DO partners will intervene in providing community-based protection, and improving WASH facilities in the Rohingya camps, and re-vegetation, disaster risk reduction and livelihood development both in the camps and nearby host communities in Ukhiya, Ramu, Moheshkhali and Cox’sBazar Sadar Upazila of Cox’s Bazar District.

The consortium partners are being coordinated by a Consortium Coordination Unit (CCU). The unit is consisted of a Consortium Coordination Unit (CCU) Coordinator, MEAL Specialist, Advocacy & Communication Specialist, InclusionSpecialist and Livelihood Specialist.

**2. Purpose of the Role**

The MEAL specialist is responsible for the direction and development of program monitoring at Ekota/CAN DO Consortium and delivering high standards of monitoring, evaluation, learning and reporting on project and program results across the portfolio that contribute the broader AHP Bangladesh Consortium. This includes coordinating a team of Managers and MEAL personnel to continuously develop, learn and deliver robust data, processes, analysis, presentation and learning to demonstrate the impact of our work. The post holder will report to Consortium Coordinator to develop and deliver Consortium’s MEL Strategy.

The mandate of the Specalist is to improve the quality of programs and projects through ensuring quality of new proposals, providing support to deliver effective and relevant MEL frameworks and processes. To come up with creative ways of undertaking MEAL process. Ensure effective monitoring systems, tools and practices to determine a project or program’s progress, challenges and achievements against internal and external targets and quality standards. Identify and manage risks to delivery, working with internal teams to resolve or escalate issues.

In collaboration with the team members of Consortium Coordination Unit (CCU), you will support project evaluations, baseline and end-line assessments, the development of MEAL data tools for high-level aggregation and reporting of outcomes to demonstrate program effectiveness and impact. You will work to disseminate evidence and key learning that will contribute to knowledge management and improvement of future practice and design.

The MEAL Specialist will identify, test, review, implement and share MEAL approaches, including gender, disability, and marginalized and vulnerable groups data disaggregation from the Rohingya and nearby host communities are mainstreamed in all program areas.

**3. Specific Responsibility**

1. **Monitoring and Reporting**

* To lead the development of project M&E system, framework, processes and products and ensure alignment and compliance with DFAT AHP Consortium Management Unit (CMU), EKOTA/CAN DO partners.
* Provide program information and analysis that articulates the organization’s programmatic delivery position in light of internal and external targets, results and priorities. Ensure this is communicated in a timely manner according to reporting process and timeframe.
* Support the oversight of key projects. Build the capacity of the project teams to ensure oversight reports are clear and complete.
* Proactively work with the key stakeholders to resolve and/or disseminate key risks, issues and best practice identified through the program monitoring work.
* Articulate key risks and issues to the appropriate people, ensuring these risks and issues are understood and acted upon.

1. **Planning and Improving**

* Design MEAL frameworks for new projects and funding proposals that demonstrate accountability and reflect good practice.
* Lead on the development and delivery of project MEAL processes, during start-up and close out by collaborating with internal and external stakeholders.
* Build and assess MEAL capacity of the project/program team members and support the adoption of relevant MEAL tools and methodologies to embed accountability to beneficiaries and donors and enhance MEAL practice and quality.
* Develop and test systems and processes to respond to the demands of adaptive programming. Support the integration of successful approaches in routine MEAL practice.
* Plan and conduct internal quality standards assessments of project/program team members’ project cycle management (PCM) practice.
* Keep under review internal quality standards assessment tools for PCM and thematic areas.
* Ensure that systems and and data processes remain in line with program MEAL requirements and are continuously improving.

1. **Learning and Leading**

* Contribute to identifying, presenting and disseminating projects/programs’ good practices and lesson learning through knowledge management, networking, conferences and publications in print and online.
* Undertake different assessment at host and camp community including need assessment, PDM, survey coordinating with MEAL group.
* Design innovative and participatory monitoring and evaluation methodologies and tools to assess outcomes and impact of programs.
* Remain up to date on best practices and emerging innovations in the international MEAL field.
* Contribute to a culture of continuous learning and improvement.
* Support the Consortium Coordination Unit Coordinator to implement and evaluate pilot approaches for the benefit of organizational learning, for example, testing ways to improve accountability to beneficiaries.
* Lead and develop the CCU team to ensure high levels of performance, motivation and continuous professional development, including the introduction of approaches, processes and systems new to the team.

**4. Person specification**

**Knowledge, Skills and Experience Essential:**

* Commitment to Consortium Organizations’ values, working with marginalized groups, and inclusive development.
* Post-graduation degree (as a minimum) in a relevant field preferably Statistics, ICT, Economics, Social Science or related field or related field.
* Minimum of 5 years of experience in development projects focused on on monitoring, evaluation, accountability, learning, knowledge management, assessment and reporting (preferably in camp and host community in Cox’sBazar.
* Strong interpersonal skills and networking skills with the ability to collaborate and build alliances internally and externally.
* Strong influencing skills and experience of challenging effectively.
* Substantial experience in designing, planning, monitoring, reviewing and reporting using Project Cycle Management approach and sector tools such as Theory of Change and Logical Frameworks.
* Strong interpersonal skills and networking skills with the ability to collaborate and build alliances internally and externally.
* Experience and skill in guiding, advising and training diverse groups on the design and use of MEAL tools and processes.
* Experience in conducting and/or managing reviews and evaluations of projects that use both quantitative and qualitative monitoring and impact data.
* Ability to assess needs and gaps in MEAL capacity and plan programs of work to build capacity in complex environments.
* Highly organized with the ability to manage large, complex pieces of work with multiple stakeholders and to produce key deliverables on time.
* Experience and skills in planning, monitoring and reviewing qualitative outcomes and impact.
* Experience and skill in stakeholder management and consortia working.
* Ability to undertake planned travel in the field.

**Desirable:**

* Fluency in English and Bangla.
* Experience of planning, monitoring and evaluating flexible and adaptive programs.
* Experience in mentoring or coaching roles.
* Experience of presenting and publishing (in print or online) analytical materials to a wide range of expert and non-expert audiences.
* Knowledge of information systems.
* Specific qualifications or training in project and program planning, monitoring, evaluation and reporting.

**Focus Competencies:**

**Integrity**

Trustworthy: operates with transparency, honesty and good motivation; inspires trust, respect and confidence; adheres to a set of core values that are represented in decisions and actions.

Behaves ethically and professionally: models the highest standards of ethical behaviour and reinforces standards in others; acts as an advocate for the highest standards of ethical and professional behaviour.

**Resilience and Drive**

Drive: responds with determination to the challenge of the unexpected and activates own and others energy to work together to achieve the necessary results.

**Creativity and Learning Agility**

Creativity: sees old problems in new ways; comes up with new ideas or creative ways of doing something.

Learning agility: seeks out and rapidly picks up new ideas, knowledge and techniques and quickly sees broader applications; acts to facilitate adoption of productive new technology; disciplines self to stay on top of and self-sufficient with new technology in the workplace.

**Judgement**

Problem solving: frames problems before trying to solve them; breaks down problems and identifies all their facets; utilises available resources and analytical thinking to resolve problems.

**Analysis**

Mathematical and financial reasoning: tracks multiple lines of income and expenses and understands the impact of decisions on the budget; can do complex profit and loss projections.

**Communication**

Messaging: confidently presents content, written and verbal, so it is engaging and coherent; ensures the medium used is suitable for the purpose.

**Collaborative Relationships**

Team work: works as a cooperative team member, acknowledges the efforts of others; offers to help others when workloads are high and keeps the team and supervisor informed of progress; shares skills and knowledge to help others grow; identifies opportunities to work collaboratively with other teams to solve issues and develop better processes and approaches to work.

**Empower Others**

Coach: coaches staff using a strengths based approach; uses a structured process to transfer skills; provides focussed feedback on key skills; demonstrates flexibility in meeting the diverse needs of staff in order to most effectively transfer skills and knowledge.

**Accountability**

WH&S, Child Protection and Risks: understands breadth and relevant guidelines and anticipates possible sources of risk and takes steps to eliminate them.

Deliver results: takes responsibility for delivering on intended outcomes and anticipates and assesses the impact of change on team goals, objectives and budgets.