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| **Organization:** | Friends In Village Development Bangladesh (FIVDB) | | | | |
| **Position:** | **District Coordinator – MEL** | | | | |
| **Location:** | CHT Districts | | | **Contract Length:** | Open ended |
| **Grade:** | III | | | **Post Type:** | Regular |
| **INTRODUCTION:**  Cox’s Bazar, Bandarban, Rangamati and Khagrachari districts are among the lowest ranked in Bangladesh for education, skills training, food security, poverty and agricultural productivity. The situation has worsened since 2017, with the Rohingya refugee influx, which has put enormous pressure on the local economies, resulting in loss of livelihoods, depressed local wages, and distorted local markets. Moreover, these districts are prone to chronic and rapid onset disasters.  In response, the USAID Host and Impacted Communities Resilience Activity (HICRA) led by Friends In Village Development Bangladesh (FIVDB) is taking an integrated approach to improve the overall well-being and resilience of people residing in the communities hosting or impacted by the Rohingya refugee crisis. This includes implementing livelihoods; water, sanitation, and hygiene (WASH); natural resource management (NRM); and disaster risk reduction (DRR) interventions with an estimated 114,000 households across the four prioritized districts. | | | | | |
| **ROLE PURPOSE:**  The District Coordinator - MEL, is responsible for the overall coordination and leadership for monitoring, evaluation and learning(MEL) activities in his/her respective CHT district under close supervision of the Coordinator - MEL, based in HICRA’s Cox’s Bazar Regional Office. The District Coordinator- MEL will facilitate accurate and comprehensive data collection and analysis, dissemination of results, report on progress towards achievement of activity objectives through coordination with the other technical team members and MEL. The position will coordinate and collaborate with the technical team members to facilitate and support indicator reporting, methods for collecting information on project activities and assisting with analysis for evidence-based decision making for project improvements.  The District Coordinator – MEL will be responsible for contributing to planning, reviewing, and implementing the MEL plan throughout the activity. This role involves supervision of the MEL officers in his/her district (under the IP) and coordination with technical teams. Under the oversight of the Coordinator - MEL, the District Coordinator – MEL will provide high-quality technical support, including robust planning, progress tracking and reporting, support for special studies, data quality assessments (DQAs), and necessary reporting associated with MEL according to the MEL plan. The District Coordinator – MEL will also support HICRA’s collaborating, learning and adapting (CLA) initiatives at the district level. Organizing and facilitating MEL-related training and workshops, providing need-based technical support, frequent field visits, follow-up activities, effective dissemination of research findings, and tracking adaptive management processes will be some of the prime roles. | | | | | |
| **SCOPE OF ROLE:** | | | | | |
| **Reports to:** | | Coordinator - MEL, Cox’s Bazar Regional Office | | | |
| **Dimensions:** | | District Office-based, with field visits as required 25-30% travel | | | |
| **Staff directly reporting to this post:** | | Direct: | Upazila MEL Officers | | |
| Doted: | None | | |
| **Budget Responsibilities:** | | No | | | |
| **Key contacts:** | | Coordinator - CLA & KM, Manager - MIS & GIS, MIS Specialist, Technical Coordinators, Managers of consortium technical and implementing partners, FIVDB Team. | | | |

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| **KEY AREAS OF ACCOUNTABILITY:** |
| MEL System Development, Implementation and Management  * Provide support for the implementation of HICRA MEL system across the HICRA working areas including usage of appropriate tools, supervision schedules, DQA schedules, feedback loops, etc., that meet the USAID requirement * Support operationalization of HICRA data collection system and reporting tools for capturing quantitative and qualitative information * Provide technical guidance and training to all HICRA technical and MEL team on operationalizing the MEL Plan at their respective district and upazila levels * Provide direct supervision and capacity building support to the assigned Upazila MEL Officers * Systematic review the implementation of the MEL system at district level, and support updates/adjustments as required * Continually supervise and review MEL activities in the respective district - adjust/improve as per need |
| Effective program monitoring and feedback to program  * Assist in updating procedures including formats, record keeping systems which support major programmatic objectives and intermediary results * Monitor implementation of MEL systems * Assist with planning, conducting and reviewing results monitoring in the purview of MEL and share feedback to program team on a periodic basis in different thematic and consortium platforms * Support accountability to target program participants * Ensure data consistency with USAID requirements and auditable quality of all of HICRA indicators * Support facilitation of learning events, pause and reflect sessions, etc. with MEL and technical leads, including supporting preparation of materials and to adapt and scale interventions |
| Reporting and Data Quality Assurance  * Ensure timely and high-quality deliverable submissions * Support regular monthly/quarterly DIP updating and progress review * Ensure data requirements for USG and GoB reports consistent with the approved USAID award requirements * Conduct DQA visits to ensure compliance with data quality standards * Lead district-level monthly, quarterly, and annual progress reporting ensuring all data are entered and synced and contributing by providing performance analysis of targets versus actuals * Manage and oversee all regional reporting requirements * Collaboratively work with program teams to implement a robust MEL framework that captures accurate and relevant data, and ensures accountability to both participants and the donor. * Work closely with the GYSI and Protection and Environment personnel for ensuring information is adequately collected and reported on Gender and environment issues using gender disaggregated data and results of Gender and environment issues and analysis * Assist with dissemination of the in-house research and survey results to appropriate audiences at regional level |
| Research and Evaluation, Evidence Generation, and Learning  * Lead the district-level monitoring and data collection efforts for all interventions in accordance with the HICRA MEL Plan * Prepare concise field reports and facilitate sharing sessions with program team on monitoring findings and analyzed data with the HICRA Team so that findings/lessons learned can be incorporated into future program and setting strategic direction following adaptive management * Work closely with Manager – MIS & GIS, MIS Specialist, and Coordinator – CLA & KM for effective and high-quality results reporting, evidence generation, and share feedback from the result of quality benchmark, DQA and other MEL components * Oversee and monitor field level routine and annual data collection |
| Staff Supervision, Support and Management  * Lead the districtwise MEL team by providing guidance, and capacity strengthening support to enhance their skills and professional development * Manage and supervise Upazila MEL Officers through effective mentoring and upholding team spirit * Undertake frequent field visits to supervise implementation of MEL activities, oversee MIS data collection, and provide on-the-spot solutions and guidance on MEL issues |
| General:  * Train Upazila MEL Officers on use of monitoring forms, data collection, data cleaning, data entry etc. as needed. * Provide MEL support to the technical teams win the district * Promote and practice participatory monitoring * Develop supportive supervisory schedules and build capacity of MEL team in the district through learning by doing * Work with relevant stakeholders within the district and synthesize information from various sources * Keep continuous liaison with consortium MEL and technical colleagues. * Assist District Coordinator in local level coordination, liaison and reporting to government departments  Any other tasks assigned by the Supervisor |

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| **ESSENTIAL** |
| **Working experience:**   * At least 5 years of progressive experience in designing, developing, implementing and managing MEL activities for complex programs, preferably in the areas of economic growth and livelihoods, food security, agriculture, natural resources management, water, sanitation and hygiene (WASH), and/or disaster risk reduction (DRR). * Prior experience leading MEL activities for multi-sectoral programs funded by USAID, FCDO or EU * Strong working familiarity with USAID requirements, regulations, and policies. * Experience in facilitating and supporting programmatic decision making, adaptive management, and learning. |
| **Knowledge:**   * Strong knowledge of the Bangladesh context and priorities in the areas of economic growth and livelihoods, climate resilient agriculture, natural resources management, water, sanitation and hygiene (WASH), climate change, disaster risk reduction, climate change, market systems, and graduation. * Demonstrated knowledge and skills in applying USAID policies, standards, and best practices, such as the ADS 201, the Program Cycle, and the CLA framework will be a value addition. * Contextual knowledge of CHT region and Cox’s Bazar following the Rohingya crisis will be a value addition. |
| **Skills:**   * MEL coordination and/or management * Good organizational skills, the ability to pay close attention to detail and capable of reporting in a timely manner. * Excellent analytical, problem-solving, and decision-making skills, with the ability to work under pressure and meet deadlines accurately and on time; * Excellent report writing and presentation skills both in Bangla and English, and ability to present complex information in a succinct and compelling manner, and to use innovative forms of communication. * Excellent proficiency in MS Excel, experience in MS Access and SPSS/Stata will be advantageous * Willingness and ability to travel frequently to the program areas in Cox’s Bazar and the CHT districts, and other locations as required. * Capacity and willingness to be flexible and accommodating in difficult working circumstances. * Excellent written and verbal communication skills both in Bangla and English. Conversant with the local dialect will be added advantage * Politically and culturally sensitive with qualities of patience |
| **Competencies:**   * Credibility * Representation * Networking * Leading and inspiring others * Delivering results * Developing self and others * Problem solving and decision making * Innovating and adapting |
| **DESIRABLE** |
| **Academic:**   * Master’s Degree, preferably in Social Science, Development Studies, Business Administration, or relevant discipline |
| **Expertise:**   * Technical expertise to perform the MEL activities in the areas of economic growth and livelihoods, natural resources management, water, sanitation and hygiene, and disaster risk reduction (DRR) and Climate Change. * Experience in collaborating and coordinating with USAID and other external stakeholders on MEL-related matters. * Experience of working with international and national NGOs within a consortium arrangement. * Experience in developing and implementing effective accountability mechanisms that enable the program to receive, respond, and act upon feedback and complaints from the program’s beneficiaries, partners, and other stakeholders. * Experience working in Cox’s Bazar and Chittagong Hill Districts. |
| **Attitudes:**   * Ability to work independently or as a member of the team, ability to thrive in a matrix organization, * Ability to be detail-oriented, and ability to manage stress effectively in a fast-paced environment. * Ability to maintain confidentiality on work-related matters. * Non-discriminatory and gender sensitive * Willing to work in remote, rural locations |
| **Additional job responsibilities:**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Health and Safety:**  The role holder is required to carry out the duties in accordance with HICRA Health and Safety policies and procedures. |