

Terms of Reference

Hiring Consultant for M&E and Data Management

As an affiliate of IPPF, FPAB is the oldest and largest family planning non-government organization in Bangladesh which pioneered family planning movement in the country and aims to improve the quality of lives of individuals by campaigning for sexual health and reproductive rights through advocacy and services, especially for poor and vulnerable people. In the early 80's FPAB shifted its thrust from lone family planning interventions to the holistic approach of reproductive and sexual health and rights. At present FPAB operates a dynamic network of 21 comprehensive clinics in 21 districts, 6 unit clinics and 58 mobile satellite clinics. Youth-friendly services are provided from 21 special centres called 'TararMela'. A total of 1260 Reproductive Health Promoters (RHPs) provide community-based doorstep SRH services all the year round. Women empowerment activities are carried out by 72 Family Development Centres run by 21 branch offices of the organization. FPAB currently collects its service information from all its service delivery points through Excel-based data collecting system. FPAB will implement a client-based management and information system (CMIS) to its all static clinics and also DHIS2 system across the organization.

FPAB is looking for a short-term consultant to strengthen its data management system and monitoring & evaluation area with the support of technology intervention.

Roles and Responsibilities of Consultant

- The Monitoring, Evaluation and Data Management consultant will be responsible for providing technical and managerial support to establish DHIS2 system and strengthen monitoring and evaluation.
- Will finalize/determine all service indicators according to the local, IPPF, government and donor needs.
- Will be responsible for collection and analysis of data (like service statistics etc.) and will present in a systematic and user-friendly manner to key stakeholders.
- Will be responsible for ensuring quality of data through data verification procedures.
- S/he will train all relevant staff for implementing CMIS and DHIS2
- S/he will be the key responsible person for FPAB's research, monitoring and evaluation efforts of the projects and collaborating with other programme departments.
- The consultant will be responsible for designing and managing different assessment, studies and evaluation, and also for database management, statistical analysis, and scientific & technical writing including donor reporting.
- S/he will be the focal person for providing technical support to improve data use at branch level by service providers and counsellors to improve health care services and to enhance data management capacity of other relevant staff.

Required Skills and Qualification

- Bangladeshi citizenship or residency with work authorization is required
- Master's degree in social science with 15 years' experience in the health development sector.
- Minimum seven years of work experience in monitoring and evaluating large, multi-year international health sector development projects.
- Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis and presentation
- M&E experience in sexual and reproductive health rights would be an added advantage.
- Excellent skills in facilitation, team building, and coordination
- Strong interpersonal skills
- Excellent verbal and written communication and presentation skills in English and Bangla
- Proficiency in Microsoft Office
- Ability to travel nationally and internationally up to 40% of the time

Deliverables

- Implementation of eCMIS and DHIS2 at all branches of FPAB
- Plotting logical framework for FPAB core program and other projects
- Preparation of monitoring and evaluation plans and necessary tools for core and other projects
- Setting up a system for forecasting the progress against the set objectives and generating evidences of best practices using service statistics
- Preparation of reports analyzing the service data for decision making at both program and policy levels
- Building capacity of existing staff members with recent knowledge of Monitoring, Evaluation, Accountability and Learning (MEAL)

Time period

The assignment will be effective for a period of six months from the date of signing of the contract which may be further extended for a maximum period of six months on the basis of mutual agreement.

Reporting and Evaluation

The Consultant will work under the overall guidance and supervision of Director Program. His/Her work will be reviewed and evaluated on the basis of deliverables and progress reports submitted to Director Program. The performance of the Consultant will also be evaluated by the Executive Director, FPAB.

Required Documents

All bidders are required to submit the following documents along with their application:

- A detailed CV along with two passport size photograph
- Photocopy of the relevant academic and experience certificates
- A summary of relevant services provided during the last 5 years

Confidentiality

All the deliverables produced under this TOR will be treated as the FPAB property and the mentioned deliverables or any part of it cannot be sold, used or reproduced in any manner by the assigned consultants without prior written permission from FPAB.

Withdrawal/Termination

This agreement shall be effective from the date of signing the agreement, unless otherwise earlier terminated. FPAB may terminate this agreement with immediate effect on occurrence of any irregularities or anomalies relating to the given assignment and non-compliance of any terms and conditions as agreed upon the agreement. In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

Interested bidders, who meet the required qualifications, are invited to submit their applications with necessary documents to the **Executive Director, FPAB, 2 Naya Paltan, Dhaka 1000** or email to hr@fpab.org.bd.

Last date of submission of application: 5 October 2020

FPAB is strongly committed to equal opportunity and diversity. Female candidates and PLHIV are encouraged to apply.