

## Helen Keller Intl Bangladesh

## JOB ANNOUNCEMENT

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

**Country Program Overview:**

Starting in 1978 by promoting and implementing Nutrition programs, today, Helen Keller Bangladesh is implementing large scale food and health systems program work in Dhaka, Sunamganj, Barishal, Dinajpur through and with the government of Bangladesh, as well as national and international partners and NGOs, academic and research institutions, and the private sector. Since its beginning, Helen Keller Bangladesh has worked with over 150 local, international and government partners to establish Enhanced Homestead Food Production (HFP) programs benefiting over 4.5 million people. We are currently implementing programs to prevent blindness and Neglected Tropical Diseases alongside to programs to improve nutrition and food security that integrate gender-sensitive approaches

**POSITION:** Monitoring, Evaluation, Research and Learning (MERL) Manager

**JOB LOCATION:** Dhaka

**SCOPE OF RESPONSIBILITIES:** The Monitoring, Evaluation & Research Learning (MERL) Manager will be a core member of the Bangladesh Country Team and will provide expert leadership and guidance to all monitoring, evaluation, research and learning components of the programs in country

**RESPONSIBILITIES:**

The Monitoring, Evaluation, Research and Learning (MERL) Manager will be responsible for the following tasks:

- The MERL Manager will design and develop a monitoring, evaluation, research and learning framework and information system including establishing appropriate logic model, results framework, performance indicator, data flow process, with database system against project indicators
- The MERL Manager will be responsible for ensuring high-quality, relevant, and timely data capture, analysis and disseminate among the team members
- S/he will coordinate closely with all relevant partners, stakeholders and donors to devise standard monitoring and evaluation mechanisms and ensure strict adherence to the relevant frameworks of performance management, evaluation plan and performance indicators.
- Develop the necessary guidelines, appropriate templates, and tools for analysis and provide capacity building support for program/field teams on the use of MERL related tools.
- Develop and implement the necessary guidelines, appropriate templates, and tools for conducting routine data quality assessment (DQA)
- Develop standard data sources and data assessment mechanisms and lead the periodic data quality checks and data-based evaluations as agreed on the MERL framework including baseline, mid-line and end-line studies.
- Develop a standard online data management system and manage the M&E evidence files (hard and soft copy) and corresponding logbook, in order to organize and maintain effective data flow to

track program targets, outcomes, and impacts, including clearly defined objectives, indicators, learning mechanisms, and the implementation of appropriate MEAL procedures.

- Generate periodic reports e.g. quarterly, half-yearly and yearly MERL narrative reports, results tables, and graphics for technical review and ensure that appropriate reports are produced on time and in a technically valid, high-quality manner. Support the program communications with data to be highlighted in success stories and social media postings.
- Develop a database for project beneficiaries.
- S/he is responsible for providing capacity development support to the program team in the appropriate application of the tools and guidelines.
- Provide training to program staff as well as the consortium and IP staff on the MERL framework, performance indicators, and data collection methods.
- Follow up to ensure that technical staff submit required data for all performance indicators in a technically correct manner that accurately reflects field realities and meets quality standards.
- Produce case studies to better understand the contextual realities and document key lessons-learned, successful approaches, and challenges.
- Contribute to the development of annual program reports, and other need-based donor reporting as appropriate.
- Generate and present detailed MERL report to the program leadership as required.
- Other duties as assigned.

**ACCOUNTABILITY:** The Monitoring, Evaluation & Research Learning (MERL) Manager is accountable to the Deputy Country Director Bangladesh. Proper planning, data management, data analysis and reporting, compliance, resource management, training, monitoring and evaluation and support to the project team are the main areas of assessing performance.

**REPORT TO:** Deputy Country Director Bangladesh

#### **QUALIFICATIONS AND EXPERIENCE:**

##### **ESSENTIAL**

- Master's Degree, preferably in statistics, social science or development studies.

##### **EXPERIENCE:**

- At least 8 years progressively responsible professional work experience in monitoring, evaluation, research and learnings within a development organization/NGO, including 2-3 years' experience as a senior staff
- Knowledge of quantitative, qualitative and mixed method monitoring techniques and their application in multi-sectorial programs
- Demonstrated experience in setting up and managing Monitoring and Evaluation systems that track performance as per the project and programme results frameworks
- Strong knowledge of programme and project design with experience of developing and working with theory of change, log frames and indicator tracking.
- Experience of data collection and processing/analysis, facilitation and interviews with groups and individuals.
- Experience of remote managing and training staff
- Experience designing and leading baselines, midterm reviews, end lines and evaluations of development and humanitarian programs
- Experience in preparing analysis and learning reports, particularly related to analysis of programs and contextual issues.
- Proven ability to provide on-job capacity building trainings to other team members.
- High proficiency in relevant computer applications e.g. MS-Word, MS-Excel, MS-PowerPoint, Statistical Analysis tools e.g. STATA, SPSS, data visualization software and basic internet skills are required.

The incumbent must be proficient in spoken and written English

<b>Reporting &amp; Supervision</b> <ul style="list-style-type: none"> <li>- The Monitoring, Evaluation, Research and Learning (MERL) Manager will work under the direct supervision of Deputy Country Director Bangladesh of Helen Keller Intl</li> <li>- S/he will supervise Senior Program and Research Analyst, Survey Coordinator, M&amp;E Officer</li> <li>- S/He will work closely with the Head of Nutrition and Health, Head of Livelihood AND Food Security, Project Manager/ Coordinators</li> </ul>		
Skills:		
Essential Character	Essential Skills	Preferred competencies
<ul style="list-style-type: none"> <li>• Analytical thinking</li> <li>• Results Orientated</li> <li>• Independent thinking</li> <li>• Managing Impact</li> </ul>	<ul style="list-style-type: none"> <li>• Relationship building</li> <li>• Planning and organising</li> <li>• Information Technology</li> <li>• Problem solving and decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Writing</li> <li>• Flexibility</li> <li>• Coaching</li> <li>• Development Orientation</li> </ul>

Only Qualified candidates are invited to send their updated resume along with a brief cover letter outlining their interest in the role to [Bangladesh-Recruitment@hki.org](mailto:Bangladesh-Recruitment@hki.org). **Please use the subject line: "Application for the Position of Monitoring, Evaluation, Research and Learning (MERL) Manager."** The deadline for submission is **August 3, 2025, at 11:59 PM**. Applications submitted without the specified subject line may not be considered. Applications will be reviewed on a rolling basis, so early submissions are strongly encouraged.

**In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, veteran status or any other protected characteristic.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request accommodation during the application or interview process, please contact us.*