**MANUSHER JONNO FOUNDATION**

**JOB DESCRIPTION**

**Job Title :** Deputy Manager- MEAL

**Project Title :** Community based Resilience, Women’s Empowerment and Action (CREA)

**Grade :** 7

**Grade:**

**Job Summary:**

The Deputy Manager-MEAL will play a key role in the CREA project's design, implementation, and monitoring. The individual will work closely with project and partner staff to develop and track project indicators, collect and analyze data, and develop reports. The Deputy Manager will also support the design and implementation of data collection tools and methods. The position will be responsible for developing the project's accountability mechanism and rolling it out into the project. The Deputy Manager will have a strong background in M&E, data analysis, and reporting. He/she will be able to work independently and be detail-oriented. The individual will also have excellent communication and writing skills. The Deputy Manager will also be responsible for organizing and providing capacity-building support to partners' staff on MEAL. This position will directly report to the Director-Program, with additional reporting responsibilities to the Coordinator-M&E.

| **Responsibilities** | **Tasks** |
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| 1. **System design and maintenance** | * Lead the revision and finalization of the project's and sub grantee’s logical framework. * Lead the development and implementation of the roll-out of the project and partners' MEAL system, ensuring donor and beneficiary accountability. * Collect data on program implementation and outcomes to inform ongoing efforts to improve performance. * Develop tools, collect and analyze data and prepare report for internal and donor use. * Assist in preparing tools, collecting and analyzing data for developing situation reports during any emergency (flood, flash flood, cyclone etc.) * Prepare semiannual, annual and project completion reports. |
| 1. **Data analysis and data management** | * Develop data management and analysis framework to collect data from the partners and feed into the project central database. * Analyzing data to identify trends and draw conclusions about the effectiveness of the project. * Design and ensure the data validation of partners * Manage and maintain the data backup system of the project |
| 1. **Facilitate review and evaluation process** | * Lead the process of conducting baseline survey, evaluations and reviews. * Track the progress of the surveys and assessments. * Finalize reports following the required steps with the consultant. |
| 1. **Develop accountability mechanism** | * Develop and promote the principles and practices of beneficiary accountability to the project team and sub grantees. * Provide training and coaching in beneficiary feedback and other good practices as required. * Maintain the central level feedback and compliance mechanisms for the project. |
| 1. **Assist maintaining KM system** | * Conduct workshop or session to capture the lessons learned. * Guide sub grantees in documenting and preserving case studies. * Assist the capacity development and knowledge management teams in collecting and preserving the case studies. |
| 1. **Capacity Building support to sub grantee** | * Assist the capacity development and knowledge management team in organizing M&E training/workshop for the staff and sub grantee members. * Conduct workshop and orientation sessions focusing on monitoring and evaluation as needed. |
| 1. **Support to conduct research activities** | * Assist project team in conducting and commissioning research. * Contribute to the development of research tools and techniques. * Assist in report writing and finalizing the consultants’ report |
| 1. **Others** | * Support project team in overseeing the safeguard of partners. * Collaborate with the MIS team in developing online reporting system. * Support MJF by taking any additional responsibilities delegated by the management. |

* + **Authority:**

Report to Director- Program

Additional reporting responsibility lies with Coordinator- M&E

* **Key Contacts and Relationship**

Head of M&E, Program Director & Director Finance & Administration

He/she will work with close collaboration with program team (CREA Project) and all grantees

* **Working Conditions:** Based in Dhaka, 40-50% Travel outside in Dhaka