Job Description
Officer-Research Monitoring & Evaluation

Organization Profile

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality through education. We are achieving this goal by helping children in historically low-income communities develop literacy skills and a habit of reading, and by supporting girls as they build life skills to succeed in secondary school and negotiate key life decisions. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has benefited more than 39 million children and has worked in 24 countries and in more than 192,000 communities, providing additional support through remote solutions that facilitate learning beyond the classroom. Room to Read aims to benefit 40 million children by 2025. Learn more at www.roomtoread.org.

Since 2009 in Bangladesh, Room to Read has been implementing education support Programs in low-income and remote communities in Cox's Bazar, Dhaka, Moulvibazar, Narail and Natore districts. Till 2023, we have supported the education of more than 0.4 million children in Primary and 7,386 girls in Secondary schools. We are proud to have worked with DPE, NCTB, NAPE, DSHE, a2i as well as national radio and TV in executing scalable and systemic initiatives to eradicate illiteracy and embed life-skills.

Position Overview:

Officer- Research Monitoring & Evaluation roles are to oversee the technical aspects of the organization's RM&E and coordinate activities related with monitoring, evaluation and research, Global Indicators & Global Solutions Database with Country Office. This incumbent is responsible for coordinating activities related to monitoring, evaluation, and research, including managing the implementation of regular assessments and studies at the field level. Additionally, s/he will assist the Senior Manager of RM&E in designing, planning, and implementing assessments, as well as developing assessment concepts and tools for donor-funded projects. This position reports to the Sr. Manager-RM&E. This is a Dhaka based position and requires frequent travel (40% of time or more) to field.

Duties & Responsibilities:

Literacy skill assessment for Literacy Program
- Planning and implementation of reading skill assessments
- Provide technical lead in piloting and contextualization of the Early Grade Literacy Skills Assessment (EGLSA) tools
- Develop and or revise app-based data collection tools in SurveyCTO or other android app (if required), field testing, review and finalization
- Develop training materials and facilitate training for the data collectors for of all the EGLS assessments

- Supervise data collection and ensure quality of data for of baseline, midline, endline and other literacy assessments
- Import data from SurveyCTO software and conduct data cleaning for all assessments
- Conduct in-house data analysis for literacy assessments
- Perform internal analysis for assessments and internal sharing of study/assessment findings

Adolescent life skill assessment for Girls' Education Program
- Contextualize Life Skill Assessment tools in collaboration with GEP technical team and convert Life Skill Assessment Tool into SurveyCTO software (where applicable)
- Develop training materials and facilitate training for the data collectors for planned assessments
- Supervise data collection and ensure quality of data for of baseline, midline and endline assessment
- Import data from SurveyCTO software and conduct data cleaning for all assessments
- Perform internal analysis for assessments and internal sharing of study/assessment findings

GEP Alumnae survey
- Contextualize data collection tool in collaboration with GEP technical team if suggested from GO RM&E (if required)
- Collect and enter alumnae data in GSD maintaining quality with Sr. Associate/Associate RM&E
- Conduct data analysis and share primary findings with program team
- Internal sharing of survey findings

Manage and supervise external data collectors
- Drafting of ToR for data collection firm/hiring data collectors
- Train, supervise and manage data collectors/firms for assessments
- Ensure quality deliverables from data collectors/firms

Student tracking
- Provide technical feedback on data collection template to the IDTS team
- Analyze student tracking data and share findings with program team
- Conduct intensive field visit and share observations with recommendations

Library Rating for Literacy Program
- Verify and analyze Library Rating data activity twice a year
- Capacity development of field level staff of LRS

Assessment of Donor Funded Projects
- Develop and design the strategy and framework for the planned assessment of the projects
- Identifying sample size and sampling techniques for assessments based on discussion with Sr. Manager RM&E
- Oversee/facilitate data collector's training
- Develop data quality control mechanism for assessments
- Data cleaning and analysis as required

Data quality monitoring
- Select sample for data quality monitoring for LP and GEP
- Participate in data collection for data quality monitoring twice for LP and once for GEP in a year
- Analyze data, generate report and share findings

Field visit
- Conduct field visit to monitor program implementation and quality including donor funded projects

- Prepare field visit reports, share findings and follow up

Reporting
- Prepare contents for quarterly annual or need based reports
- Conduct analysis for various reports

Data presentation and sharing
- Prepare data briefs and reflection from the field observations and reflection from program data
- Share the brief or presentation with Country Office and Field Office teams

Others
- Draft assessment/study concept notes for regular and donor funded projects
- Draft different documents based on country needs for program development and or expansion
- Proving support to prepare new monitoring and reporting tools for all the program/projects
- Participate in different meeting and represent Room to Read as and when required
- Assist technical teams in contextualizing different tools and templates

Qualifications:
- Master's degree in Statistics/Education Research/Social Science or any related field
- At least 5 years of experience working in data analysis and/or monitoring in INGO/NGO or UN agency
- Strong understanding of research, monitoring, evaluation and process documentation
- Advanced level user of MS Excel, excellent command in STATA and other statistical software
- Prior experience of using SurveyCTO and other data collection apps will be an asset
- Prior experience of working with schools, teacher, school administrators, and government officials will be an asset
- Excellent verbal and written communication skills in English
- Strong initiative, good leadership skill and team player
- Excellent interpersonal and relationship building skills
- Ability to travel frequently and manage field level activities independently

To be successful as a member of the Room to Read team, you will also:
- Have a passion for our mission and a strong desire to impact a dynamic non-profit organization
- Be an innovative and creative thinker – not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

Room to Read is committed to the education and welfare of children and protecting them from abuse and exploitation

- Room to Read has zero tolerance for child abuse and exploitation.
- All children have the right to be free from abuse and exploitation, including neglect, maltreatment, and physical, mental or sexual violence, injury or abuse.
- All children should be treated with respect and dignity.
- The well-being of the child is Room to Read's first priority when dealing with all identified or suspected cases of child abuse.

- Room to Read shall integrate child protection into all its organizational strategies, structures and work practices.

Compensation:

We offer a competitive salary. The benefits include:

- Provident Fund
- 13th Month Allowance
- Gratuity
- Health coverage for staff and dependents
- Insurances
- Professional Development opportunities. The most significant benefit is the opportunity to work with one of the fastest growing international organizations, which has sole focus on education & continuously innovating efficient & effective social entrepreneurship

Application Procedure:

Interested candidates meeting the above requirements should apply online https://osv-rtr.wd5.myworkdayjobs.com/en-US/RoomToRead/job/Bangladesh---Main---Dhaka/Officer--Research-Monitoring-and-Evaluation_R-02714?locations=71fd72b1ef2d4bb486a438572d85262c on or before **1 March 2025.** Any persuasion attempt will disqualify your candidacy. *Only shortlisted candidates will be contacted.*

"Qualified female candidates are strongly encouraged to apply"