

## **JOB DESCRIPTION**

<b>DEPARTMENT</b>	<b>: Fundraising and Learning</b>
<b>TEAM</b>	<b>: Monitoring and Evaluation</b>
<b>JOB TITLE</b>	<b>: Manager-Monitoring and Evaluation</b>
<b>REPORTS TO</b>	<b>: Director- Fundraising and Learning</b>
<b>Staff members to supervise</b>	<b>: 02 - 04 Programme Officers (M&amp;E)</b>



## **JOB SUMMARY**

This is a mid-level senior position in WaterAid Bangladesh. The position represents a lead managerial role for inspiring, coordinating and managing the overall monitoring and evaluation activities of WaterAid Bangladesh (WAB) with technical and professional guidance from Director, Fundraising and Learning. The position is to contribute in the planning, reporting and learning objectives of WAB in close association with programme, fundraising and research activities of the organization. The position is responsible to coordinate WAB's technical and operational support to Partner NGOs with regard to monitoring, reporting and computer/mobile-phone supported database management. The position is also to lead the result based monitoring and baseline studies under various grants. The position is based in Dhaka with frequent demand for field visits across the country.

## **KEY RESPONSIBILITIES**

1. Coordinate and lead Monitoring and Evaluation activities with support from other departments within WAB and WaterAid UK and provide technical and operational guidance to partner NGOs on field monitoring, survey activities and database management in connection with WaterAid supported projects and programmes.
2. Design and lead output, process and outcome monitoring activities related to WaterAid supported projects and organise baseline, midterm and end-line assessment studies and dissemination of their findings within and outside WAB.
3. Generate organisational learning out of regular and special monitoring and evaluation activities, document lessons learnt/case studies and share organisational learning with potential audiences and users – both internal and external to promote and replicate WAB/PNGO best practices across the WaSH sector and Global WaterAid family.
4. Contribute to WaterAid six-monthly and Annual reports and grant specific donor reports using the PMIS system and organising sample survey to assess project specific results in relation to result framework proposed in various project plans under implementation.
5. Encourage improvement of monitoring and evaluation system including database of WAB and its partners in line with MPB and project plans; design data collection forms, questionnaires and reporting formats to capture physical progress and impact data.
6. Develop ToR and organise engagement of external consultant/firm to carry out survey, data collection, computer entry and evaluation of WAB projects and related M&E activities.
7. Design and improve WAB M&E framework (policy and strategy), protocol and definitions of beneficiary, facility, access and other planning, monitoring and evaluation terms used on a day-to-day basis.

8. Prepare and review annual budget for Monitoring and Evaluation activities; and manage a team of 3-4 dedicated staff associated with the M&E Unit with different specialised background and oversee their work including day-to-day supervision of the team.
9. Feed WAB SMT and Programme Department with periodic internal monitoring feedback on the problems and prospects related to implementation of WaterAid supported projects on the ground.
10. Any other tasks related to the field of engagement, experience and expertise as and when required by the organisation and assigned by the supervisor.

## **JOB REQUIREMENTS**

**Education:** Master's degree in relevant discipline. Advanced degree from recognised overseas institution would be an advantage. Fellowship award, research credential and publication in reputed journal considered as extra academic accomplishment.

**Experience:** Minimum 10 (ten) years professional experience in monitoring, evaluation and knowledge based activities with research and development organisation, preferably an international organisation of which minimum 06 (six) years in the management position (this is flexible for excellent academic accomplishment as stipulated earlier and/or first-rate professional track record). Demonstrated expertise of leading and managing a highly competent team as well as excellent people management. S/he is expected to have experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring and evaluation and/or performance monitoring plans. Experience to deal with research methodology, external consultant and work on water, sanitation and hygiene field is preferred. Experience and background on the use of computer application, online monitoring system and database management is highly desirable.

**Knowledge:** Conceptual understanding of how to manage effective monitoring and evaluation functions in a multi disciplinary environment. Knowledge on PMIS and software driven database systems including application of statistical tools is desirable. Understanding of technical, social and institutional issues relating to water and sanitation, hygiene education in developing countries, both in rural and urban areas.

**Skills:** Good analytical and research skills along with writing and publishing; excellent representational skills to represent own organisation and department at national and international forum. Reasonable computer skills are required on Microsoft Word, Excel and Power Point including Microsoft outlook and internet. Skill on Microsoft Access and SPSS is optional. Excellent facilitation, negotiation and mentoring skills with different groups of audiences. Ability to establish good relationship and rapport with stakeholders and partners; allure cooperation from other teams and maintain network outside the organization.

### **Personal competencies:**

- The position is required of good leadership qualities, team building spirit and problem solving skills; should be able to draw confidence and support from others.
- Must be a person who is self-motivated with good interpersonal skills and capacity to understand and walk with people from all walks of life.
- Possess personal integrity, flexible attitude, sense of transparency, proactive stance and respect for gender and organizational cultural.

- Competent to make effective decisions, uphold organizational values, promote integrity and advance organizational mission and vision.
- Ability to work under pressure and meet deadlines.

**KEY CONTACTS/RELATIONSHIP:**

Includes but not limited to Country Director, Directors, Heads of the Teams, PM/PC/PO from other departments/teams, Partner Organizations, Staff members in Regional Team and respective officials at WaterAid UK

**WORKING CONDITIONS:**

This is a country office based position (usually based in Dhaka) with access to official vehicle (during field visit and official travel) computer, internet, relevant software and telecommunication including mobile phone network. Willingness to travel on a regular basis to remote areas - minimum 30% of available working time should be dedicated for field visits.