

ActionAid Bangladesh is looking for suitable candidates for the following position:

Officer - Monitoring, Evaluation Accountability and Learning (MEAL)

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| Unit | : | Monitoring, Evaluation Accountability and Learning (MEAL) |
| Location of posting | : | Dhaka |
| Type of contract | : | Contractual |
| Duration of contract | : | 31 December 2025 |
| Number of position | : | 1 (One) |
| Salary and benefits | : | Monthly Gross Salary will be BDT. 66,758 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy. |

Job Summary:

ActionAid Bangladesh (AAB) is recruiting a Officer – Accountability and Documentation under the Monitoring, Evaluation, Accountability and Learning Team. The incumbent will be responsible to rollout Accountability mechanism in the M&E system and to sustain Human Rights Based Approach (HRBA) programming across the programmes and projects. The activity will establish and promote appropriate accountability mechanisms including the Complaints and Response Mechanism system (CRM) and will ensure the effectiveness and efficiency of projects by tracking progress and lasting change in AAB's programme and project areas.

Key responsibilities include (not limited to):

Technical: (70% Time)

- Establishing appropriate accountability framework including Complaints and Response Mechanism system (CRM) across all projects and programmes.
- Provide support on the design and rollout of the MEAL plan.
- Support in the selection of the indicators, target setting and preparation of the reports.
- Support to track and assess activities and interventions, and report impacts in support of programme management and learning.
- Document lessons and best practices
- Provide training and assistance to technical staff on indicators, setting targets, data collection, tracking indicators, and on their responsibilities.
- Develop and utilise tools, methodologies and spreadsheets for M&E data collection and verification.
- Conduct data verification exercises including data review and interviews.

- Develop and use tools, guidelines and reference documents for MEAL work and other materials.
- Review and update the AAB's MEAL plan as needed throughout the life of the project.
- Prepare quarterly, annual, and final MEAL reports, including analyses of measurable accomplishments against activities conducted and programme objectives.
- Perform other relevant duties as assigned.

People Management: (15% Time)

- Support partner's staff to ensure data collection process, data management, reporting and planning.
- Build capacities of partners on participatory monitoring and evaluation, developing participatory tools, methods, and reporting and accountability.

Communication: (15% Time)

- Participate and contribute to coordination meeting with programme/project team/ MEAL team.
- Regular sharing of M&E findings with staff, partners, primary stakeholders, and other appropriate forum as well as M&E reports update to the decision structures for future actions.
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility in consultation with MEAL- Manager and project/ programme manager.

Required Educational Qualification and Experiences

Education & Training:

- Graduation, preferably in social sciences/development studies/statistics/relevant subject with academic and professional credibility

Experience:

- At least 2 years of working experience in relevant field, especially in M&E in the development sector. Having relevant training or certificate course will be an advantage.

Required Competencies

- Experience in the rollout accountability framework at the organisational level.
- Experience in data collection, data management, analysis, and progress reporting and methodologies.
- Ability to present data (dashboard) and explain information clearly and concisely.
- Understanding of Human Rights Based Approach Programming
- Efficiency in English (writing, reading, and speaking)
- Excellent report writing and documentation
- Computer skills, including MS Office and SPSS/Stata.
- Experience in Nvivo will be an advantage.
- MEAL process with partners, preferably in Human Rights Based Approach (HRBA).
- Capacity building of the partners' staff members

- Proven skills of setting indicators, tools, and systems and in quality assurance.
- Experience in ensuring data quality management
- Excellent data analysing, documentation and report writing skills is essential.
- Willingness for extensive community visit

Relationships

The person holds this position will be directly reportable to Manager - MEAL of ActionAid Bangladesh. S/He has to maintain functional relationship with his/her peers, greater programme team including project teams under PPC Directorate and organisation's priority teams. S/He must be able to communicate with other teams and units both programme and operational.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **28 December 2022.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.