

JOB DESCRIPTION

Job Opening

United Purpose (UP) is looking for a Senior Specialist M&E in senior / mid-senior position to support overall M&E system design, coordination and implementation of the same for the UP with major focus on a project being implemented in CHT.

Candidate should have experience in managing institutional donor funded projects like EU, USAID etc with high level of motivation, skill in IT (MS Office), communication and report writing. Full JD is available below.

If you think you are the right candidate, please apply following the instructions given below:

Application Procedure:

- Please fill in your CV in official form available [Here](#). Application other than specified format shall not be considered.
- Please submit your CV at upb.recruitment@united-purpose.org
- You must use the **Name of the Position** in the subject line of email.
- Application to be submitted by 19 November 2022.

Job Title	Senior Specialist M&E
Project	Sofol (Success): Integrated Support for the Lifelong Success of Orphaned Children in Bangladesh
Number of Vacancy	01
Position	Mid Senior level
Job Location	Dhaka with frequent travel to Khagrachari/CHT
Contract Type	Project Duration
Reporting to	Project Manager
Salary Range	BDT. 91,341.00 - 134,837.00

About United Purpose

United Purpose (UP) is a movement of people and organisations that strive to end poverty and inequality across the globe. UP is a leader in community-led development and grassroots innovation. For more than 40 years, UP is working globally with frontline activists, community organisations and individuals to help people gain agency over their own lives – so they can move *Beyond Aid*.

About the Project

In the Chittagong Hill Tracts (CHT), orphaned children who have lost only their father and living with mother in women headed household are similarly imperiled to those who have lost both parents. These orphaned children and their families are extremely vulnerable due to an enormous challenge for single mothers to initiate economic activities on their own and often face multi-forms of stigma, exclusion, discrimination, and barriers. Most of the

orphaned children are forced to leave school to work as child labourers to support their family or leave the school as they simply cannot afford fees/expenses relating to education.

Aiming to create an enabling environment where orphaned children enjoy their rights and dignity through community led sustainable support, United Purpose is implementing Penny Appeal funded project “**Sofol (Success): Integrated Support for the Lifelong Success of Orphaned Children in Bangladesh**” at three Upazilas in the Khagrachari hill district. The project will build and strengthen families and communities’ capacities to provide a supporting environment for orphaned children by providing appropriate supports and access to basic services on an equal basis and protect orphaned children from all forms of abuse, violence, exploitation, and discriminations. The key components of the project are 1). **Quality Education** for orphaned children through school and out of school learning mechanism; 2). **Financial Security** for orphaned guardians through creating sustainable income generating opportunities; 3). **Health & Wellbeing** of orphaned children promoted through ensuring WASH and nutrition facilities; and 4). **Increased access** to social protection schemes by linking orphaned children’s families to the service providers; and 5). **Strengthened safeguarding, promotion, and protection of child rights** through an integrated approach.

Reporting and Staff Supervision:

The Senior Specialist M&E will work under the direct supervision and guidance of the Project Manager for assessing project activities, outcomes, and outputs against the set targets.

The position shall be responsible for supervising the entire project’s M&E team consisting of staff from diverse cultural background and ethnicity.

Duties and Responsibilities

General:

- Develop and maintain effective and efficient oversight, support, quality control and reporting systems and processes;
- Ensure appropriate M&E tools are in place and are effectively used for the monitoring and evaluation of the activities;
- Perform case audits and client satisfaction surveys to ensure the quality of the activities offered;
- Manage staff that report into monitoring and evaluation systems in order to ensure data quality and timeliness in reporting;
- Monitor and consolidate information collected from weekly and staff activity reports;
- Ensure high-quality programming according to international minimum standards and best practices;
- Support data analysis and information dissemination to the appropriate coordinating mechanisms, field teams, beneficiaries and UP implementing teams accordingly.

Key functions:

- Leadership role in M & E and conducting outcome/impact studies and evaluative studies;
- Work as a focal person for the Monitoring and Evaluation component, identify delivery issues of the component and ensure effective coordination of the component activities for quality and consistency;
- Lead the Component and be responsible for generating outputs and results specified for this Component as well as for the whole project;
- Identification of research and M&E priorities and including these in annual plans;

- Coordinate, organize, facilitate different research/evaluation (performance evaluation, baseline, mid-term evaluation, final evaluation, etc) using both qualitative and quantitative methods;

Development and implementation of result-based monitoring, evaluation, and reporting system with detailed guideline for its implementation:

- Develop and implement an effective result based M&E system including tools and technique in collaboration with the partners and program staff and ensure that M&E systems and procedures are well-integrated with donor and CO reporting systems and procedures;
- Generate convincing evidence of project impact for stakeholders;
- Be self-driven and responsible for the Component's delivery target, address all sorts of administrative and management troubles in consultation with supervisor for moving ahead along with necessary liaising with stakeholders;
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Prepare quality monitoring and evaluation report highlighting achievements and share with all concerned;

Planning, Management, Reporting and data analysis:

- Prepare Annual and Multiyear plan and budget of own component and coordinate in preparing overall project work plan and budget;
- Prepare Key Result Reports, Annual Result Reports, Quarterly & Annual Progress and M&E report of the project;
- Participate in Annual Project Reviews and Planning workshops and assist PM in preparing materials for workshops;
- Organize and facilitate M&E trainings and workshops including preparation of concept note and development of training materials, training schedule, etc;
- Develop capacity of project, partners and the GOB staffs to conduct M&E activities using the framework;
- Analyze case related data /case management along with capacity and awareness raising data in coordination with different components of the project;

Facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation:

- Identification and documentation of success stories, achievements, lesson learned and document recommendations to be integrated into broader knowledge management efforts;
- Compile and disseminate information extracted from all available information management systems to Project Management and other stakeholders as needed;
- Identify and formulate lessons learned from evaluations and studies to be integrated into broader knowledge management, planning and strategy;
- Organization and conduct of results-oriented trainings in the relevant areas;
- Any other responsibilities as requested by the Management;

Education and other qualifications:

- Master in any discipline preferably statistics or relevant subject
- Skills in using of MS Office, SPSS/Spreadsheet data analysis

Experience:

- Minimum 4 years of professional experience
- Minimum 1 year of experience in managing real-time MIS
- Should have experience in institutional donor funded projects.

Language Requirements:

Excellent in reading, writing, and speaking in English and Bangla.

Assessment: Evaluation of qualified candidates may include a written assessment exercise which may be followed by competency-based interview.

Application Procedure:

- Please fill up the UPB official application form available [Here at Application Form](#). Application other than specified format shall not be considered.
- Submit the application form at upb.recruitment@united-purpose.org
- You must use the **Name of the Position** in the subject line of email. Do not write any additional words, then electronic sorting will be difficult and may delay processing your application.
- Application to be submitted by 19 November 2022
- **Salary and other benefit:** As per UP HR policy.
- **Career Growth:** In an international environment, there is excellent opportunity for professional growth in development sector.
- **Special Note:**
 - o Female candidates are strongly encouraged to apply.
 - o Indigenous/Local candidates from the Chittagong Hill Tracts are strongly encouraged to apply.