**JOB DESCRIPTION**

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| **JD Unique ID:** | 66156 |
| **Job Title:** | M&E Specialist Cum Assistant Project Manager |
| **Project Title:** | Growing Together: Women’s Economic Growth through Integrated Agroecological Farming Systems Project |
| **Company:** | United Purpose |
| **Location:** | Country Office, Dhaka with regular monitoring visit to project locations. |
| **Contract type:** | Regular subject to funding from donor |
| **Hours:** | Full time |
| **Reports to:** | Project Lead |
| **Grade:** | IIIB; |
| **Salary Range:** | Max BDT 97,372.00 Per Month including All Fringe Benefit |
| **Organisation overview:** | Self Help Africa (SHA) and United Purpose (UP) merged in late 2021 to implement projects to end extreme hunger and poverty in sub-Saharan Africa. The merger doubled its size and reach, with SHA implementing poverty eradication projects in sub-Saharan Africa in 2022. The group includes social enterprise subsidiaries Partner Africa, TruTrade, and Cumo Microfinance. In 2022, SHA will reach over six million people and invest €45m in over 100 development programs to improve food systems, access to markets, financial services, climate change, gender inequality, and access to clean water, sanitation, and hygiene. |
| **Job Purpose:** | United Purpose's "Growing Together: Women’s Economic Growth through Integrated Agroecological Farming Systems" project, funded by the Coca-Cola Foundation, aims to empower women entrepreneurs in Bangladesh by building partnerships among Women's Business Centres (WBCs), local and national governments, and consumers. The initiative addresses systemic barriers such as limited investment capital, regulatory support, climate change, food insecurity, and health challenges. It focuses on introducing green enterprise opportunities, enhancing coordination with the Government of Bangladesh on social protection, and sustaining the Women Business Center (WBC) network "Nari Jhuri." By employing a market-based approach and human-centred design, the project improves livelihoods for women and smallholder farmers, builds skills for circular economy activities, and integrates WBCs with government social protection schemes.  The M&E Specialist will oversee the regular monitoring and evaluation of project progress in the Gopalganj, Jamalpur and Sunamganj districts. Responsibilities include leading the development and implementation of comprehensive M&E plans and strategies, ensuring proper data sources, collection methods, analysis plans, quality controls, and resource requirements. S/He will involve continually assessing and improving methodologies and instruments for data collection, documentation, analysis, and reporting. S/he will plan and ensure timely information gathering by WBCs, perform baseline, monthly, quarterly, and yearly data analysis using appropriate software, and produce various reports, including case incidences and best practices. Additionally, the S/he will arrange report-sharing events with stakeholders, support field teams in tracking progress and collecting data, document project achievements and impacts, and prepare periodic reports with case studies and experience capitalization documents. |
| **Key Responsibilities:** | **Key responsibilities include (not limited to):**  **Development of M&E Plans and Strategies for the Project:** Lead the development and implementation of comprehensive and realistic monitoring and evaluation plans with appropriate data sources, collection methods, analysis plans, quality controls, and resource requirements. Continually assess and improve methodologies for data collection, documentation, analysis, and reporting. Ensure WBCs gather relevant information within the set timeframe.  **Support Project Lead in quality implementation and management of project milestones on time:** Support detailed planning for field level execution, track the progress of the implementation, provide guidance to the field team for quality implementation of the project interventions on time according to the project document.  **Knowledge Management, Data Analysis, and Reporting:** Perform baseline, monthly, quarterly, and yearly data analysis using appropriate software. Produce reports including baseline, quarterly (output), annual (outcome), and other event reports, documenting case incidents, best practices, and processes. Arrange events to share findings and reports within the project and with relevant stakeholders.  **Monitoring, Reporting, and Documentation:** Track activity progress and collect quantitative and qualitative data from the field. Collaborate with the Project team to document achievements, results, and impacts. Prepare and submit periodic reports along with case studies and experience capitalisation documents.  **Key responsibilities include (not limited to)**   * Lead the development and implementation of comprehensive and realistic monitoring and evaluation plans and strategies based on the project’s log frame. * Support Project Lead in quality implementation and management of project to achieve project target, result, and outcome on time. * Maintain real-time Monitoring and MIS, ensuring appropriate data sources, collection and storage methods, periodic analysis of M&E plans, and quality controls. * Frequently assess methodologies and instruments for data collection, documentation, analysis, and reporting for weaknesses and potential improvements. * Design methodologies and conduct surveys (e.g., baseline, mid-line, end-line), and perform monthly, quarterly, and yearly data analysis using appropriate software/smart solutions. * Produce baseline, monthly (output), annual (outcome), and other event reports, including case stories, best practices, and process documentation. * Organize report-sharing events within the project, UPB team, and with relevant stakeholders. * Ensure that the project implementation process and project teams follow M&E systems. * Provide need-based orientation/training on M&E systems and data gathering to relevant project personnel. * Provide timely follow-up and maintain contact during specified M&E events. * Support to increase of project visibility with different stakeholders, partners, beneficiaries, and the general audience at local, regional and national level. * Proactively capture success stories/events or actions resulting from the intervention. * Ensure tracking and monitoring of progress, data collection, database administration, documentation of the project’s impacts and results, and M&E-related coordination with counterparts, as required. * Assist the Project Lead in ensuring smooth management and implementation of the project and team dynamics to achieve the project’s targets and purpose. * Conduct regular field visits, document field activities, including the project’s impacts and results, and submit timely reports to the line manager. * Document and promote project results, best practices, and lessons learned from the ground. * Foster a collaborative working culture by actively sharing information and knowledge to enhance learning and sharing within the team. * Ensure project compliance with gender and child safeguarding policies, and address disabilities as part of mainstreaming efforts. * Perform other duties as assigned by the line manager and UPB management.   **Others:**  Consistently monitor the safety and security of field teams, report concerns to UP management, liaise with relevant parties to maintain security, and perform any other duties assigned by the supervisor to support UP programmes. |
| **Key Relationships:** | **Internal:** Project Lead, Country Finance Manager, Project Officer-Implementation,APO-Business & Finance, PO - Product Development & Marketing, PO - Value Chain & Market Linkage, Medical Officer and the project’s relevant staff of the Country Office.  **External:** District and Upazila levels local government authorities, relevant GOB line departments, local communities and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Education and Qualifications:**   * Master’s degree in a relevant field * Proficient in ICT operations and MS Office * Excellent interpersonal skills * Effective communication, problem-solving, and decision-making skills * Respect for cultural diversity and gender sensitivity * Ability to work under pressure   **Experience:**   * At least 5 years of experience with an INGO/NGO in a relevant field, with a minimum of 2 years in a senior M&E role * Having 02 years of management experience of similar project. * Experience in health services, community mobilisation, women entrepreneurship, business development, and market linkage development * Experience working with diverse cultural backgrounds   **Language Requirements:**   * Proficiency in written and spoken English and Bangla   **Skills:**   * Monitoring and evaluation, including quality research * Understanding of livelihood development, nutrition, health, women entrepreneurship, business development, and market linkage * Leadership and decision-making * Organizational development * Reporting and documentation of project impacts and results |
| **Application Procedure:** | You can apply for the position by completing the [application form](https://docs.google.com/document/d/124ALrE7EN1T1GjSm-p7v3LqipvTKt2Jb/edit?usp=drive_link&ouid=115367550417460941452&rtpof=true&sd=true) and upload it following the link [here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000Jk7gH%20-%20Assistant%20Project%20Officer%20-Business%20and%20Finance%20(66152). Please upload your CV & cover letter alongside.    **Application to be submitted by 24 August 2024.** |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**