

## Terms of Reference

**Position:** Monitoring & Evaluation Officer

**Type:** Service Contract

**Level:** (Equivalent to NO-B level standard)

### **Background**

Under the Overall Guidance and reporting direct to the Project Coordinator, the incumbent will be responsible for the entire projects monitoring and evaluation design and activities and will coordinate the flow of information HQ, donor and field and to liaise with UN organizations. He/She will be responsible to ensure smooth and timely operations of the M&E activities of the project.

### **Result oriented Functional Statements** (focusing on individual contribution, engagement, communities of interest and impact of action)

- The Monitoring and Evaluation Officer will be responsible to design and assist in monitoring of programmes, projects, disseminating lessons learnt, best practice and replicable strategies.
- S/he would develop a MIS, data bank and ensure regular monitoring flow of information for projects and other relevant sources.
- The NPO will develop a monitoring and evaluation agenda for the country programmes.
- S/he will coordinate research activities and help project personnel to analyze data and suggest strategic interventions to management.
- Monitoring utilization of programme resources including equipment with the view to determine cost effectiveness.
- In liaison with the project managers, provides technical input and building capacity in data collection at district and sub country levels, as well as monitor the process of data collection at those levels.
- Regularly documents lessons learnt on various interventions by the CO and government sectors.

### **Competencies Required:**

#### **Primary Competencies**

##### **Results-based Programme development and management**

Uses analytical skills to identify opportunities for project implementation and participates as resource person to make the project(s) successful.

##### **Innovation and marketing of new approaches**

Analyzing and maintaining documentation for innovative strategies, best practices and new approaches. Has the ability to adapt quickly to change and works closely with

stakeholders.

## **Corporate Competencies**

### **Values**

#### **Integrity/Commitment to mandate**

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken.

#### **Knowledge sharing/Continuous learning**

Actively produces and disseminates new knowledge.

#### **Valuing diversity**

Appreciates differences in values and learns from cultural diversity.

## **Managing Relationships**

### **Working in teams**

Actively seeks resolution of disagreements and supports the decisions of the team.

### **Conflict and self management**

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

## **Working with people**

### **Performance management**

Seeks new challenges and assignments and exhibits a desire to learn.

## **Personal leadership and Effectiveness**

### **Analytical and strategic thinking**

Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities.

### **Results orientation/Commitment to excellence**

Takes action until successful outcomes are achieved.

## **Job Requirements**

### **Academic Requirements:**

Masters Degree in Statistics, Economics, Demography.

### **Experience:**

At least 8 years of professional experience with proven managerial and leadership abilities in developing monitoring and evaluation check list/guidelines, conducting / coordinating research. Experience in writing papers and presenting research findings in professional meetings/seminars is desirable.

### **Languages**

Fluency in oral and written skills, both in Bangla and English, is essential.

### **Computer skills**

Familiarity with MS Word, Excel, Power Point and internet/e-mail is a must.