



Job Description
October 27, 2021

MEAL Officer

Anando (Promotion of Culture and Youth Resource Development) is a non-government, non-political and non-profitable national organization, established in 1997 and its mission is to strive for culture of development and peace through integrated development approach, which enables individuals and communities to become self-reliant. Anando is inviting application for the project of **'Improved resilient livelihoods opportunities of migrant workers and returnees of host communities (post COVID-19 recovery) at Ramu, Cox's Bazar, Bangladesh'** financial supported by **Welthungerhilfe-Germany** and **BMZ (German Federal Ministry for Economic Cooperation and Development)** for the following position.

Position Title : **MEAL Officer**

Position Number : **01**

Job Location : Cox's Bazar

Duration of Project : 2 years (Starting from 1st November 2021)
Project may extend further depend of donor funding.

Application Deadline : November 09, 2021

Job summary:

The Monitoring Officer will be responsible for the delivery and management of technical expertise, ensuring high quality and timely inputs, and for ensuring standard of project activities and its strategic vision for attaining project objectives and goals result in the achievement of its intended outputs in a cost effective and timely manner. S/he will be also responsible for conducting base line survey, quality monitoring and documentation, periodically conducting regular field visits and spot-checks, support and train to apply lessons learnt, case studies and follow up on progress through monitoring and provide on-going support, focus group discussions, participatory assessments, key informant interviews, information collection and management plans and standards, ensuring appropriate treatment of sensitive information;

Requirements:

- Master degree in Social Science, Agriculture or Nutritional Science.
- At least 5 years' experience in the livelihood, IGA, Agriculture, farming, Hygiene promotion, Public Health, Disaster Management or Humanitarian Assurances

- Proven skills and competencies to work with MS/ Excel, MS Access, SPSS is preferable.
- Must have clear understanding & experience in baseline survey, M&E process and tools.
- Previous work experience in refugee camps
- Previous work experience in emergency settings
- Have knowledge on qualitative and quantitative M&E system, large data based management, monitoring of agriculture and livelihood based programs and emergency response.
- Good communication and networking skill both in Bangla & English
- Willingness to travel at project areas
- Should have interpersonal communication, facilitation and representation skills
- Excellent command on writing in both English and Bangla language
- Skill in file management & E-communication.

Responsibilities:

- Ensure quality monitoring and documentation at the program level and build a nationwide system that captures and presents results
- Carry out regular monitoring visits, focus group discussions, participatory assessments, key informant interviews, information collection and management plans and standards, ensuring appropriate treatment of sensitive information;
- Design tools and SOP aimed at monitoring project activities implementation against work-plan and logical framework, ensuring that programs have specific, measureable, achievable, realistic and time bound indicators
- Contribute to ensure quality and accountability (donors and beneficiaries related accountability)
- Support project manager and Head of Program with data analysis and the production of high quality, evidence-based, donor compliant reports (monthly, quarterly, annual and final) and documentation in a timely manner to accurately reflect field level conditions and programming progress
- Ensure data quality and integrity by periodically conducting field visits and spot-checks
- Ensure quality monitoring and documentation at the Project level and Central Office Level.
- Provide training and assistance to develop staff skills in participatory and qualitative design, monitoring approaches, to implement realistic monitoring plans that capture quantitative and qualitative data for comparison against a project's targets
- Train, assist and/or participate in rapid or baseline assessments to inform program design scope of work for evaluation teams.
- Work with Project coordination and contribute to support and train to apply lessons learnt, case studies and follow up on progress through monitoring and provide on-going support.

- Work with program coordination and contribute to support and train to apply lessons learnt, case studies and follow up on progress through monitoring and provide on-going support
- Carry out daily monitoring visits, focus group discussions, participatory assessments, key informant interviews, information collection and management plans and standards, develop case studies, ensuring appropriate treatment of sensitive information;
- Assess individual protection issues captured or identified during daily activities and make appropriate referrals for services to humanitarian or other actors as per the referral pathway or best practices;
- Ensure proper documentation and secure storage of any protection data collected (hard and soft copies);
- Complete daily reporting on findings.

Salary : Taka 60,000/- per month.

After completion of probation period, other benefits (Provident Fund, Gratuity, Festival Bonus & other admissible benefits) will be entitled as per organizational policy. Application with details C.V., Photograph must be reached to-

The Executive Director,
ANANDO,
13A/4A (1st Floor), Babar Road, Block-B, Mohammadpur, Dhaka-1207
or,

E-mail: **anandojobs@yahoo.com**

N.B.: Please mark the title of the position on the top of the envelope and write the position name in subject line in the email. Only short listed candidates will be contacted for interview. Any persuasion and lobby will be treated as disqualification for the applicant.

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