

Project supported by Share- Net International /Cholo Kotha Boli- youth to youth podcast / project number (10201-2404.03)/ Grant Letter number (2021-C123).

Advertisement / Terms of Reference (ToR) for Job Vacancy

Job title: Monitoring Officer (MO)

Country	Bangladesh
Duty station	Dhaka City Corporation slums (Baunya-Badh, Pallabi)
Project	“Cholo Kotha Boli- youth to youth podcast”, project number (10201-2404.03) and Grant Letter number (2021-C123).
Job type	Contractual
Vacancy no#	01
Reports to	ARBAN Project Coordinator (PC)
Duration	5 months (July- November’ 2021)
Salary	Negotiable
Application deadline	15 July’ 2021

1. Background/ Job context:

ARBAN is a non-governmental development organization, concerned with the fundamental rights and the basic needs of the people and registered with the NGO Affairs Bureau (NGOAB) in Bangladesh in 1989. It was founded on 18th February 1984. ARBAN believes that all development projects and programs, designed and implemented by the Government, NGOs, International Organizations, UN bodies and others should be directed towards the fulfilment of the basic needs and fundamental rights of the people who live in perpetual poverty, famine, malnutrition, disease, deprivation, indebtedness, injustice, and exploitations.

ARBAN has recently received a grant from the Share-Net International to implement a 6-month project whose title is “Cholo Kotha Boli- youth to youth podcast”, project number (10201-2404.03) and Grant Letter number (2021-C123). The project aims to produce a knowledge product to investigate and test new and innovative approaches in SRHR and identify unheard perspectives; moreover, it will empower girls and boys (from 16 to 25 years old) to take decisions on their sexual and reproductive health which create value in their lives.

For this project, Association for Realisation of Basic Needs – ARBAN will work in Baunya-Badh with a network of 2000 girls and boys (16-25 years old) virtually connected through the mobile-App Jukta Hoe Mukta and members of an ARBAN-run adolescent club, to develop a podcast of 10 episodes around SRHR issues. The content of the podcast will be identified and developed by the girls/boys engaged in the project, after conducting focus groups discussions and key informant interviews with different segments of the community where they live.



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2. Key Selling Points:

The Monitoring Officer (MO) will lead the Monitoring & Documentation component of the project. S/he will ensure quality monitoring data as per the project’s M&E plan and data quality standards following the Result Based Monitoring (RBM) concept, under the overall guidance & supervision of ARBAN PC.

3. Responsibilities and duties:

The MO will be responsible for conducting, but not limited to, the following tasks and activities:

- ⇒ Lead the development of qualitative and quantitative tools to collect data about the project’s performance.
- ⇒ Engage in regular field visit to collect quality monitoring data, through quantitative and qualitative methods and as per the project’s M&E plan.
- ⇒ Analyze and summarize the collected data to ensure standard and accurate reporting.
- ⇒ Lead the project’s evaluation process and the compilation of the evaluation report.
- ⇒ Ensure that quality aspects are met and assist the PC in drafting project progress reports, meeting minutes, case studies, and donor’s reports.
- ⇒ Work closely with the PC to identify quality improvements, implementation gaps, and identify opportunities to increase knowledge and skill transfer to beneficiaries.
- ⇒ Provide inputs for the development of new project proposals leading the development of log frames and theories of change.
- ⇒ Support the PC to identify and document lessons learned, good practices and results.
- ⇒ Ensure data protection at all levels.
- ⇒ Design and ensure beneficiaries’ feedback mechanism.
- ⇒ Provide input to defined reporting formats.

4. Other

- ⇒ Provide monthly work plans, monthly monitoring data reports to the PC .
- ⇒ Report to the PC on a regular basic any challenge or obstacle that might arise.
- ⇒ Ensure regular contacts with the beneficiaries - adolescent girls/boys and youth living in the slum area to ensure the proper implementation of the planned activities.
- ⇒ Establish cordial and trustful relationships with the children/adolescent girls-boys/ youth and the other project’ stakeholders.
- ⇒ Properly organize the project’s activities.
- ⇒ Perform any other tasks as required by the line manager or ARBAN.

8. Skills & experience:

The vacancy is open to national candidates. The applicants shall possess the following skills and experience:

- ⇒ Bachelors/Master’s degree in any relevant discipline.
- ⇒ At least 3-4 years’ experience working in M&E with a sound knowledge on data collection.
- ⇒ Good knowledge of the computer, ability to use internet and basic softwares.
- ⇒ Able to prepare reports and communicate both in Bangla and in English (intermediate level).
- ⇒ Ability to manage a diverse workload, independently and able to meet sets targets and priorities.
- ⇒ Excellent interpersonal skills with the ability to build relationships and share evidence of good practice with internal and external stakeholders.

9. Desirable requirements:

- ⇒ Good teamwork spirit



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⇒ Previous working experience in urban informal settlements with SRHR projects.

10. How to apply:

Interested applicants who will fulfill the above requirements are requested must submit to mong.arban@gmail.com the following documents, no later than 15/07/2021:

⇒ A CV/resumé including name/address of two professional referees (not longer than 3 pages) with a cover letter of the applicant with details of past works undertaken.

ARBAN is an equal opportunity employer. **Women are especially encouraged to apply. Only short listed candidates will be contacted. Incomplete applications will not be considered.**

* Internal and external applicants shall be treated equally in the entire selection processes.*

Note: As a humanitarian child focused organization, ARBAN is sensitive to gender discrimination and has the responsibility to ensure safety & protection of the children.