

Vacancy Announcement



PRIP Trust, a national Capacity Building NGO will be implementing the project titled "APARAJITA: Political Empowerment of Women", with funding from Swiss Agency for Development and Cooperation (SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following position to implement the above mentioned Project.

Monitoring and Research Expert (National Level) **(Position-01)**

Role

Monitoring and Research Expert (National Level) will be responsible for Research and overall Monitoring and Evaluation System including Management Information System (MIS) at all levels of APARAJITA Project for assessing the impact deriving from the interventions. S/He will assist in designing and supervising computerized database and support the process for an effective Management Information System (MIS). S/He will play a key role in guiding the Project staff, Networking NGOs and other relevant stakeholders in the participatory design and implementation of the M & E system.

Main Duties and Responsibilities:

SL. #	Duties	Specific Tasks
1.	Conduction of Research	<ul style="list-style-type: none"> • Develop a research strategy paper; • Advocate for and promote the appropriate use of research data to inform decision making; • Conduct a baseline study and prepare reports accordingly • Undertake EWR commissioned research; • Conduct study to assess needs of the EWRs in relation to information, advice and technical support (for advocacy and Research) • Draw expert opinions on the research findings; • Participate and coordinate in Research designing, preparing questionnaire and checklist, data collecting and cleaning, data analyzing, data summarizing for production of tables, charts and graphs, findings sharing and report writing • Develop information database for the EWR and prepare report; • Update the database of research, researchers and research institutions;
2.	Development of M&E System	<ul style="list-style-type: none"> • Develop a strategy paper on Monitoring and Evaluation • Develop a detailed design for the M&E system • Supervise and carry out quality checking the development of the prescribed database programming • Draw up a detailed implementation program for the new M&E system • Develop and draw up a detailed training program on the new M&E system • Prepare the necessary documentation and materials needed for M&E training workshop

SL. #	Duties	Specific Tasks
		<ul style="list-style-type: none"> Prepare guideline, work plan of monitoring and evaluation project.
3.	Implementation of the M&E System	<ul style="list-style-type: none"> Lead activities related to drawing up detailed specifications and terms of reference for designing M&E system Assist the process identification and implementation of needed adjustments to the M&E system; Conduct exposure and technical training sessions on the M&E systems Build up in-house capacity on project planning, design, implementation, monitoring, and evaluation; Conduct relevant training programs on management information systems and information utilization using M&E system; Assist with the design and implementation of evaluations for the Project; Ensure the successful commissioning of the M&E system within the specified timelines
4.	Post Implementation Follow-Up Actions	<ul style="list-style-type: none"> Supervise and ensure the smooth operation of the new M&E system Draw up a M&E action plan for prescribed deliverables, including timelines; Assist in designing and conducting of special evaluation / surveys Act as a resource on global 'best practices' in the area of M&E Provide technical assistance as and when necessary in data collection, data management, and information management for decision-making;
5.	Documentation and Reporting	<ul style="list-style-type: none"> Document lessons learned in the design and implementation of M&E system Develop and prepare an electronic repository of quality intellectual resources in the area of M&E for easy retrieval Develop and produce periodic performance reports for special purposes as directed by the Project Management Prepare and present an annual performance report on the Project intervention Develop Directory of agencies working in Bangladesh on developing capacities of LGIs Design and establish Resource Bank of existing LGI capacity building projects, relevant policies and plans and capacity building materials, and research
6.	Miscellaneous	<ul style="list-style-type: none"> Any other activities as per requirement of the project

Required Qualifications and Competencies

- Educational qualification must be Master in Social Science (MSS) or relevant subject.
- Minimum 5- 7 years of similar working experience in NGOs or Development Sector and at least 02 years of experience in the similar position under Local Government Project.
- Ability and Willingness to work under pressure.
- Good oral and written communication skill both in English and Bangla.
- Basic computer knowledge

Salary Range

- TK.70,000-76,000/-

Other Benefits

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.
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If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-1209 on or before 29th December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

Women are especially encouraged to apply.