

Educo Bangladesh is Looking for a ‘Coordinator – MEAL’ (Female Only)



Educo is a global development and humanitarian NGO based in Barcelona, Spain with about 30-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 10 districts of the country. Currently Educo Bangladesh has 6 external funded and 9 internal funded projects.

Currently, we are looking for a ‘**Coordinator – MEAL**’ who will contribute to better implementation and quality programming, support planning and decision-making process and visualize impact through ideal and robust MEAL practice in Educo Bangladesh.

Name of Position	Coordinator – MEAL
Number of Vacancy	01
Job Location	Educo Country Office, Dhaka
Report to	Manager, Evaluation and Knowledge Management
Contract Duration	Initially 02 Years. High possibility of extension based on satisfactory performance, project/program requirement and availability of fund
Working Conditions	The position is based at Country Office, Dhaka but will require frequently field visit as per requirement

Purpose	Engagement	Delivery
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Title	Coordinator – MEAL
Purpose	The position, Coordinator – MEAL is to provide support to design and implementation of MEAL framework to contribute Educo’s planning and decision-making process, visualizing impact, demonstrating accountability providing evidence of success and the lessons we learned.
Engagement	<ul style="list-style-type: none"> ▪ Assist MEAL Manager in developing and establishing MEAL system within the Organization and project level ▪ Collaborate operation team, thematic specialists, coordinators and partners in planning, monitoring, and reporting ▪ Work with other members of the MEAL team (CO and projects) in MEAL planning and implementation ▪ Collaborate SCC (Suggestions, Complaints and Commendations) Global Commission, as a Country focal person for SCC ▪ Communicate with stakeholders and participants f of monitoring and planning

Delivery	<ul style="list-style-type: none"> ▪ Contribute to project Evaluation, impact measurement planning and execution (baseline, midterm endline) ▪ Develop and manage database (MIS) and administer information flow from field to country office ▪ Data analysis, compiling and support in report generation of the MEAL findings ▪ Explore and document learning and incorporate in the relevant report ▪ Facilitate SCC mechanism as a country focal person for the purpose of demonstrating Educo's accountability ▪ Support in detailing MEAL Plan e.g. MEAL matrix, tools, techniques & guideline, operation plan ▪ Support in facilitation of project/programme implementation team to execute MEAL Plan ▪ Support local partners in development, orientation and execution of MEAL plan and enhancing their MEAL capacity
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Job Summary:

The 'Coordinator – MEAL' is responsible to provide support in designing and implementation of MEAL framework to contribute Educo's planning and decision-making process, visualizing impact, demonstrating accountability providing evidence of success and the lessons we learned. This position will also Contribute to project Evaluation, impact measurement planning and execution (baseline, midterm endline), develop and manage database (MIS) and administer information flow from field to country office.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
01.	Developing and Functioning of MEAL System in Educo Bangladesh	<ul style="list-style-type: none"> ▪ Review and support to update project MEAL matrix/indicator tracking table ▪ Support in developing necessary tools, techniques, and guideline to execute the MEAL system. ▪ Support in designing project baseline, review and evaluation, special studies, action/operation research. ▪ Develop MIS (e.g project participants, indicator tracking table, survey data, national statistics) for country office and projects as well with the provision of keeping and analysing necessary data/information. 	15%
02.	Support Project/Programme Team and Partner NGOs to Execute MEAL System	<ul style="list-style-type: none"> ▪ Support and get input to develop appropriate tools, techniques, methods & guideline as part of MAEL framework. ▪ Support to prepare MEAL operation plan and execute the plan accordingly, ▪ Support to build capacity of project/program team and partner NGOs to collect and analysis of MEAL data and information. ▪ Support project/program operation team in identifying, capturing, and documenting learning. ▪ 	20%
03.	Support to Develop and Manage MIS and Administer Information Flow from Field to Country Office	<ul style="list-style-type: none"> ▪ Support to review MIS in line with project development matrix, activity plan (e.g plan vs achievement--) ▪ Support monthly generation of project deliverables data and compile it in the database through regular communicate with operation team. 	15%

		<ul style="list-style-type: none"> Regular communicate with operation team in ensuring data flow from field to country office. 	
04.	Conduct Real Time Monitoring (RTM) on Results and Outcome Indicators Periodically	<ul style="list-style-type: none"> Develop tools using web based appropriate programme (i.e Kobo) following results and outcome indicators Field visit plan with operation team, local partners, and MEAL colleagues Collect data from field through direct interview with project participants and project stakeholders (community people, parents, LGI) 	15%
05.	Report Generation of the MEAL Findings	<ul style="list-style-type: none"> Analyse project evaluation (baseline, endline, midterm) and studies data and support Manager-E&KM to incorporate those in the report Support Manager-E&KM to prepare periodical report (e.g annual, half yearly, quarterly) report and accountability report. Implementing learning tools and support M&E and other colleagues to compile those and incorporate in the report and other documents. 	20%
06.	Lead and Facilitate SCC Mechanism in Organization and Partners	<ul style="list-style-type: none"> Develop and execute ToR, MEAL mechanism and action plan in collaboration other SCC members, Coordinate SCC mechanism/events with program team in Educo, partners and participants as well as focal person in Educo Bangladesh. Facilitate program team in Educo, partners and participants to response and address SCC issues 	15%
Perform any other responsibilities defined by organization/management as and when required.			
Core Values: Social Commitment Equity Respect			
Core Principles: Participation Non-Discrimination Transparency Dynamic Spirit			
Education: Postgraduate in Statistics/Social Science/Development Study/Governance or any other relevant subject			
Experience and Requirements: <ul style="list-style-type: none"> ✓ Minimum 5 years of experience in working with national or international NGO in similar position. ✓ Having work experience on Child protection, Education, Gender and Youth and Community Engagement etc. and related projects. ✓ Ability to follow procedures, meet deadlines, and work cooperatively with team members ✓ Be patient and have team building attitude by being respectful to others ✓ Have skill to prioritize tasks under pressure and to understand the situation ✓ Capacity to deliver job timely and balance work-life ✓ Resourcefulness, initiative, and maturity of judgment ✓ Positive attitude, sensible and good understanding of gender 			

- ✓ Excellent Leadership Skills, Proactive and Empathetic
- ✓ Excellent interpersonal, analytical and problem solving capacity

Language:

- Position requires both English and Bangla at Advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Advanced knowledge on SPSS
- Advanced knowledge on KoBo
- Advanced level knowledge on Data Analysis & research
- Advanced level knowledge on Research Tools, MS word, MS Excel, Power point, Bijay Typing etc.
- Understanding of contemporary monitoring and evaluation approaches, methods and tools, project management cycle, ToC, results chain/framework and mainstreaming of cross-cutting issues
- Knowledge on Child rights and protection
- Knowledge on community participation

Salary and Benefits:

Monthly Gross Salary is **BDT. 77,569 (Taka Seventy-Seven Thousand Five Hundred and Sixty-Nine only)**. **Plus:** PF (10% Contributory), Gratuity, 02 Festival Bonuses, Insurance, and others admissible benefits as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

INSTRUCTIONS TO APPLY

- 1) Two non-relative referees must be mentioned in CV; **one must be your latest supervisor**
- 2) **Recent Formal Photograph (Passport Size)** must be included in CV
- 3) Please go through the job contents carefully before applying. If not match, don't apply please.

Interested candidates only who meet the requirements are requested to apply through below link

Application Deadline: June 08, 2022 (Wednesday)

ONLY WOMEN ARE ELIGIBLE TO APPLY ([Apply Now](#))

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy, Anti - fraud and Corruption Policy and Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo never charges any FEE/COST/DONATION at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**