

Educo Bangladesh is Looking for a ‘MEAL Officer’



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 an **‘MEAL Officer’** to contribute better implementation and quality programming through development and implementation of MEAL plan in Humanitarian Projects at Cox’s Bazar area.

Name of Position	MEAL Officer
Number of Vacancy	01
Job Location	Educo Cox’s Bazar Office
Report to	Head of Humanitarian Projects, Cox’s Bazar
Contract Duration	Up to December 31, 2022; with high possibility of extension based on satisfactory performance, projects requirement and availability of fund.
Working Conditions	The position is based at Cox’s Bazar with frequently field visit at project working areas and occasionally required to visit Country Office.

Purpose	Engagement	Delivery
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Purpose	<p>Title MEAL Officer</p> <p>Contribute better implementation and quality programming through development and implementation of MEAL plan in “Rohingya Response Projects” with emphasis for further growth of the organization.</p>
Engagement	<p>Connect with the project/program team, Technical (part) Report to Manager – Eva. & Knowle. Mgt. and engagement with other MEAL team member at CO, local partners, stakeholders, and community in terms of MEAL planning, reporting, documentation, case studies, data collection, collation, analysis, and dissemination.</p>

Delivery	<ul style="list-style-type: none"> ▪ A MEAL framework that captures relevant indicators, tools, techniques and guidelines for monitoring, evaluation and reporting on Rohingya Response Projects. ▪ Conduct situation analysis, mapping exercise, project monitoring, post distribution monitoring, data collection, collation, analysis, documentation, reporting and dissemination of the findings, reports to decision-making process of Rohingya response programme ▪ Capture best practices, lessons learned and disseminate those internally and externally ▪ Keep close relationship with program team, Project Managers, other technical experts like Education and Protection Officer in implementing MEAL plan
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Job Summary:

MEAL Officer contribute in MEAL planning, reporting, documentation, case studies, data collection, collation, analysis, and dissemination at Cox’s Bazar area through a fine tuning with the project/program team, MEAL team at CO, local partners, stakeholders, and community as well. S/he will play role for better implementation and quality programming through development and implementation of MEAL plan in “Rohingya Response Projects” with emphasis for further growth of the organization.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1.	MEAL Planning	<ul style="list-style-type: none"> ▪ Contribute to the logical framework in setting objective, indicator formation, targeting with necessary data and information. ▪ Develop/draft M&E matrix for project/program with relevant ▪ Develop/draft relevant tools, techniques, and guidelines for implementing MEAL Plan. 	10%
2.	Implementation of MEAL Plan/Framework	<ul style="list-style-type: none"> ▪ With support from MEAL CO, facilitate shared understanding process with project team and local partners on MEAL approach and country MEAL strategy. ▪ Support/assist external consultant and or MEAL Manager in CO in designing and carrying out baseline, end-line, annual review and final evaluation. ▪ Collect, collate, and analyze data of results and outcome monitoring through field visit engaging program team, local partners, enumerators and facilitate project/program informed planning and decision-making process. 	20%
3.	Capture and Document Learnings	<ul style="list-style-type: none"> ▪ With support from CO MEAL develop shared understanding on learning tools and process among project team and local partners. ▪ Capture and document learnings of the project/program results and its implementation process and disseminate through proper channels, and to contribute to project development. 	10%
4.	Introduce and Implement Accountability Mechanism	<ul style="list-style-type: none"> ▪ Introduce accountability mechanism in the project (open day, complains box, cell number--) and report regularly. 	10%

5.	Contribute Project Planning and Implementation Process	<ul style="list-style-type: none"> ▪ Provide relevant information/data, tools in project designing and planning processes ▪ Support the projects and partners to develop annual and quarterly implementation plans ▪ Develop project monitoring plan, processes and tools. ▪ Undertake small study, assessment as per project requirement ▪ Build capacity of the project team on monitoring in regard to MEAL process, tools, data collection and analysis and reporting. ▪ Support project team and local partners in developing formats, practicing monthly, quarterly, and annual reporting. 	30%
6.	Develop and Implementation of Monitoring Framework and Tools, Project Database and Preparing Periodic Report	<ul style="list-style-type: none"> ▪ Develop and maintain project database with regular update from project inputs ▪ Capture case studies, success stories of the project ▪ Prepare monthly, quarterly and annual project report as per organizational and donor requirement. ▪ Ensure sending 5W report to the relevant sectors, 19 points reports to the CiCs of working camps and other reports 	20%
Perform any other responsibilities defined by organization/management as and when required.			
<p><u>Core Values:</u> Social Commitment Equity Respect</p>			
<p><u>Core Principles:</u> Participation Non-Discrimination Transparency Dynamic Spirit</p>			
<p><u>Education:</u> A University degree in Statistics or any other relevant subject.</p>			
<p><u>Experience and Requirements:</u></p> <ul style="list-style-type: none"> ✓ Minimum 3-4 years of experience in working with national or international NGO in similar position. ✓ Working experience in Rohingya response will add an advantage. ✓ Having work experience on Child protection, Education, Gender and Youth and Community Engagement, Communication, Education and ECD etc. related projects. ✓ Maintain positive relationships with colleagues and different stakeholders ✓ 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. 			

Language:

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

Knowledge and Skills:

- Intermediate knowledge on SPSS
- Basic knowledge on KoBo
- Advanced level knowledge on Research Tools, MS word, MS Excel, Power point, Bijay Typing etc.
- Advanced level knowledge on Data Analysis & research
- Understanding of contemporary monitoring and evaluation approaches, methods and tools, project management cycle and mainstreaming of cross-cutting issues
- Knowledge on Child rights and protection
- Knowledge on community participation
- Excellent interpersonal, analytical and problem solving capacity

Salary and Benefits:

Monthly Consolidated Salary is **BDT. 77,179 (Taka Seventy-Seven Thousand One Hundred and Seventy-Nine only)**. This position will be entitled for Mobile Allowance and Insurance benefits as per Educo HR Policy. No other benefits will be applicable.

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 01, 2022 (Wednesday)

[Apply Now](#)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

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.**