

## **Social Development Foundation**

### **Terms of Reference for Specialist, Monitoring Evaluation & Learning (MEL) for component-3 (Community Empowerment and Livelihoods) of Sustainable Coastal and Marine Fisheries Project (SCMFP)**

The Specialist, MEL is a mid level position based at SDF's national unit for implementation of component-3 of SCMFP. S/he is directly reportable to the Project Coordinator (PC) and responsible for planning, monitoring, evaluation, reporting and generate learning of project activities. The position requires 50% of time to be spent visiting the project areas and maintaining close contact with the field staff to monitor the field situation and make recommendations to the PC for taking necessary measures.

#### **1. The main tasks and responsibilities of Specialist, MEL are to:**

- Provide technical and methodological support to the M&E staff (M&E methods, result framework, Quality Assurance, application software etc.);
- Prepare quarterly and annual progress reports;
- Coordinate with the M&E teams and ensure compliance to policies and procedures;
- Assist management and Sector/thematic Specialists and heads in developing project and sector wise work plans and overall monitoring framework;
- Ensure on-time data from different sources through MIS;
- Identifying key issues, lessons learned and best practices in the project and documentation;
- Inform the management on critical flaws, deviations etc in project implementation needing immediate management attention;
- Guide and monitor bottom up quarterly and annual planning exercise;
- Assist the PC and senior staff to prepare the Annual Implementation Plan (AIP) and utilize resources to undertake M&E activities as appropriate;
- Ensure timely submission of required analytical reports on progress;
- Ensure and cross-check that staff members prepare reports appropriately implementation, highlighting problems and lessons learned;
- Prepare ToRs and other documents as per project requirement;
- Ensure data accuracy with validation and availability of real time data;
- Maintain liaison with GM,MEL;
- Any other task given by the SDF management.

#### **2. The Key Responsibility Areas are:**

- a. Monitoring project processes, progress and results;
- b. Conducting internal evaluations and impact assessment;
- c. Functioning and updating of the project's MIS;
- d. Preparing quality documentation and reports by collecting, analysing and summarizing information and trends;
- e. Update result framework regularly;
- f. Assist in conducting various study/ surveys to be conducted by external farms.

#### **3. The Key Deliverables in terms of expected outputs/outcomes are:**

- a. Annual Implementation Plan (AIP) prepared timely and progress is done as per AIP;

- b. Annual and quarterly progress reports are submitted on time;
- c. The evaluation reports, study reports, thematic reports are prepared with high quality and submitted timely;
- d. The MIS is developed and evolved as needed and generated all reports on time.

**4. Minimum qualification, experience and competencies required:**

- Masters degree in any discipline preferably Economics/Agriculture/Statistics/ Business Management or relevant subjects;
- At least 10 years working experience in the development field, of which at least 5 years in M&E in poverty alleviation projects in Government/Autonomous bodies/poverty alleviation program/Donor financed projects etc.;
- Excellent analytical and interpersonal skills along with strong organizational ability;
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh and travel to the project villages frequently;
- Must not exceed the 48 years of age on the last date of submission of application for this position as advertised in the national dailies.