

## **Social Development Foundation**

### **Terms of Reference for Director Monitoring Evaluation & Learning (MEL)**

The Director (Monitoring, Evaluation and Learning) is a part of SDF Management, reporting to the Managing Director and responsible for planning, monitoring, evaluation and 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 MD for taking necessary measures.

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

- Coordinate the M&E Department (planning and implementation of M&E activities, staff management, preparation of required reports etc.);
- Provide technical and methodological support to the M&E staff (M&E methods, log frame approach, Quality Assurance, use of software etc.);
- Collaborate with the Operations Director to regularly monitor and continuously enhance projects' impacts and quality;
- Lead the preparation of quarterly and annual progress reports;
- Envision, lead, plan and spearhead the preparation of specific publications highlighting specific aspects of SDF's impacts on the ground;
- Lead the development and preparation of management relevant information derived from the MIS as appropriate or as requested by technical specialists;
- Formulate and suggest strategies to the Managing Director and senior management team for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Coordinate activities with the M&E teams and train employees on the M&E best practices, and ensure compliance to policies and procedures;
- Maintain and improve program and service quality by examining compliance with required operating procedures, by monitoring the implementation of programs and services;
- Prepare the terms of reference for external and internal evaluations and surveys;
- Conduct gap analyses, identify critical control points and preventive measures, suggest ways in which existing procedures may be streamlined or revised to enhance quality and consistency;
- Assist management and Sector/thematic Specialists and heads in developing project and sector wise work plans and overall monitoring framework;
- Manage and operationalize SDF-MIS to ensure on-time data from different sources;
- Lead the review and enhancement of SDF's MIS system and M&E tools to adjust to emerging needs or information requirements;
- Identifying key issues, lessons learned and best practices in the project and organize research and documentation;
- Oversee regular process monitoring and its reporting and assure the dissemination of findings to all relevant staff and monitor the follow-up on identified actions.
- Supervise process monitoring and monitor implementation of process monitoring recommendations and provide update to the Managing Director on a quarterly basis;
- 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.

- Prepare high quality progress reports that evolve over time as needed, adequately address project impacts, and clearly describe progress made;
- Prepare a set of key monitoring and impact tables that are regularly updated and provide a picture of project activities, progress and impacts that can be used when communicating to key stakeholders;
- Supervise setting-up and further development of a reliable village database and Village Matrix including timely updating.
- Ensure the MIS system provides sufficient information to disaggregated data by gender, social class, age etc., where appropriate, by devising and disseminating simple data collection methods.
- Assist the MD, Director of Operations, Directors and senior staff to prepare the Annual Implementation Plan (AIP) and utilize resources to undertake M&E activities as appropriate.
- Oversee the timely submission of required analytical reports on progress – including indications of planned actions and financial statements – on time and to the relevant fields.
- Ensure and cross-check that staff members prepare reports appropriately on fieldwork, highlighting problems and possible solutions plus lessons learned.
- Ensure the planning of and participate in key reflection moments – in particular, the annual project reviews.
- Assist in accomplishing agreements with the implementing partners, defining the modalities for implementation and M&E.
- Ensure data accuracy with validation and availability of real time data.
- Oversee the roll-out of data entry at the community level and constantly evolve the vision of improved data recording and data usage of the monitoring system.

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

- a. Guarding the Results Framework and all databases related to results.
- b. Monitoring project processes, progress and results.
- c. Conducting internal evaluations and impact assessment.
- d. Functioning of Learning forums, sharing and knowledge management.
- e. Guiding and providing timely decision in consultation with MD on the basis of Process Monitoring recommendations as well as timely follow-up.
- f. Leading thematic monitoring & evaluations and updating learning/knowledge managements.
- g. Functioning and updating of the project's MIS.
- h. Preparing quality documentation and reports by collecting, analysing and summarizing information and trends.
- i. Ensure that all reports are completed and submitted on time, and in a technically accurate and error-free format;

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

- a. Annual and quarterly progress reports are submitted to SDF management and the World Bank on time and in a technically accurate and error-free format;
- b. The evaluation reports, study reports, thematic reports are prepared with high quality and submitted timely.
- c. Annual reports are prepared and submitted to SDF, Government of Bangladesh and World Bank.

- d. Results-based Framework is prepared on a quarterly basis and submitted to SDF management and the World Bank.
- e. The MIS is functioning, is developed and evolved as needed and generates all reports on time.
- f. Recommendations of the PMA are followed-up/tracked for implementation and reports are timely submitted to SDF management and the World Bank.

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

- Masters degree in any discipline preferably Economics/Agriculture/Statistics/ Business Management or relevant subjects;
- At least 20 years working experience in the development field, of which at least 8 years in Senior positions of M&E in implementing Community Development/Rural development/poverty alleviation projects in Government/Autonomous bodies/poverty alleviation program/Donor financed projects etc.;
- Excellent analytical and interpersonal skills along with strong organizational ability;
- Able to obtain, analyse and evaluate a variety of information, organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision-making;
- Strong English and presentational skills;
- Must not exceed the 52 years of age on the last date of submission of application for this position as advertised in the national dailies.