



Deputy Coordinator - Monitoring, Evaluation and Learning (MEL)
(01 position based in Dhaka)
Grade: 3, Step: 1, Gross Monthly Salary: Taka 137,550.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Deputy Coordinator- Monitoring, Evaluation and Learning (MEL)**, to be recruited for its project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (upto December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project. This position is reportable to the Coordinator- Monitoring, Evaluation and Learning (MEL).

Job description:

- Work with MEL team to develop and deliver a robust and technically appropriate MEL system.
- Support to develop Theory of Change (ToC), Results Chain Framework (RCF), ensure alignment of MEL plan and framework with agreed outputs and outcomes for achieving project objectives;
- Assist to conduct Data Quality Assessments (DQAs) and prepare relevant reports on regular basis.
- Provide active support to disseminate the learning across divisions and units and creating opportunities for continuous redesigning and readjustments of programs/outputs in project cycle;
- Play active role to conduct the baseline study, evaluations and assessment process for the project;
- Develop knowledge products based on project's learnings and achievements for various stakeholders and platforms (case stories, blogs, articles, briefs, etc.);
- Extend cooperation to MIS team to develop an effective and practical Management Information System in line with the PACTA project's requirements;
- Organize capacity-building activities for project staffs to orient the MEL system efficiently.
- Support to prepare various reports, for higher management, Board, development partners, relevant government agencies and other stakeholders, in accordance with approved reporting formats.
- Analyze monitoring reports for further use in impact evaluation, mid-term and/or other periodic reviews and identify the causes of potential bottlenecks and risks in project implementation.

- Carry out periodic monitoring and technical support visits in project areas to assess progress against agreed RCF indicators and prepare report addressing recommendation.
- Provide technical support to programme teams including planning, design and implementation of baseline/mid-term and any other assessments as per requirement.
- Develop different MEL tools for data collection, analysis and reporting to support the management for taking decision.
- Adopt the PACTApp monitoring tool, extract the potential data and prepare report for the betterment of PACTA project.

Educational qualification, experience and other skills:

- Applicants must have a Master's degree in a subject of Social Science or in any discipline related to governance and development, Economics or Statistics. Advanced training on Monitoring, Evaluation and Learning will be an advantage.
- Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable, are not considered to meet the necessary requirements;
- Minimum of 06 years' experience in the development sector, especially in monitoring evaluation & learning (MEL), preferably in the non-profit sector, of which at least 03 years spent in a mid-level position in any reputed organization unless the candidate has a similar length of experience of work in a governance and anti-corruption organisation or project. MEL experience in the governance sector will be given preference.
- Sound understanding of programme cycle management, MEL system, tools and indicator setting evidence-based monitoring and evaluation frameworks and programmes, with emphasis on participatory MEL methods and approaches.
- Knowledge in designing survey methodologies (both quantitative and qualitative), and command over data collection, processing, analysis and reporting;
- Strong analytical skills using computer-based software, MS-Office and Database Management;
- Presentation skills & ability to produce quality reports in both English and Bangla;
- Competent in organizing and facilitating MEL training, workshop, especially using participatory methods;
- Preparedness to undertake frequent field travel;
- Ability to work effectively with others, adaptable and flexible.
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Experience in an anti-corruption organization will be an added advantage.
