Terms of Reference (ToR)
of
Assistant Project Coordinator (Monitoring and Evaluation-Econometrician)
for "Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh" Project
(in short, RHL Project)

1. Background

The Palli Karma-Sahayak Foundation (PKSF) is an apex development institution established by the Government of Bangladesh under the Financial Institutions Division of the Ministry of Finance with a mission of sustainable poverty eradication by undertaking multidimensional human-centered development programs. As a second-tier organization, PKSF implements all programs and projects nationwide through more than 200 Partner Organizations (POs).

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved *"Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL),"* a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position. The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit http://www.pksf.org.bd) as a Direct Access Entity (DAE) of GCF.

To implement the project, PKSF is seeking qualified candidates for the "Assistant Project Coordinator (Monitoring and Evaluation-Econometrician) in the short APC(M&E)" post for its Project Management Unit (PMU).

2. Purpose of the Role

The position has the following streams of specialism:

1. We are seeking candidates with extensive knowledge and hands-on expertise in designing and operationalizing monitoring and evaluation systems and facilitating the capacity-building efforts to feed in to adopt and implement thereof effectively;

2. The incumbent is responsible for managing and ensuring the high-quality evaluation of projects/programs to meet internal and external accountability requirements, having hands-on experience in managing large datasets, commissioning internal results surveys, and performing advanced statistical and/or econometric modeling to assess project outcomes, provide insights and make data-driven decisions for supervision, enforcement, and policy iterations, where necessary.

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PABX: +88-02-222218331-33, 222218335-39

+88-02-222218341, 222218343

pksf@pksf.org.bd

facebook.com/pksf.org

youtube.com/@PKSF1990

মোঃ আ ... সির খান
সহকারী মহাব্যবস্থাপক
পরিবেশ ও জলবায়ু পরিবর্তন
পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)

3. The incumbent will have the opportunity to:

1. Track, monitor, and report intermediate progress and results within project/program lifecycles;
2. Commission interim survey/assessment and manage the evaluation of projects/programs to meet internal and external accountability requirements;
3. Apply quantitative skills such as different advanced statistical and econometrical modeling to deliver novel, high-impact analysis addressing challenging questions and actively participate in intellectual debates and evidence-based data-driven decision-making;
4. Make a real impact on society while achieving a healthy work-life balance. At PKSF, we value your well-being and provide an environment that fosters personal and professional growth.

4. Roles and Responsibilities

The position will be responsible for the overall planning, monitoring, evaluation, and learning of the RHL project. The incumbent will work under the supervision of the Project Coordinator (PC). The responsibilities of the Assistant Project Coordinator (Monitoring and Evaluation) will include but are not limited to the descriptions below-

General Responsibilities	-Lead the development of a Monitoring and evaluation (M&E) strategy for projects/programs that meet or exceed the standard donor requirements in collaboration with the project management unit (PMU); -Support ongoing M&E activities in the field through the Environment and Climate Change Unit (ECCU) of PKSF and field assignments; -Provide technical knowledge and solutions to meet project needs while building the capacity of partners' M&E staff; -Support, lead, and advise, where relevant, training and capacity-building activities for monitoring activities for M&E staff across projects/programs/units; -Deploy digital technology tools and systems to collect and manage M&E data, develop and maintain data models as and when required; -Lead the development of a consistent strategy to ensure data quality assurance (DQA) for use in dashboards and advanced analytics that drive evaluation and performance management in PKSF projects/programs.
M&E System Design & Development	- Design and develop a M&E system and framework to provide timely information on outputs, outcomes, and impacts. - Develop Monitoring, Evaluation, and Learning (MEL) manual/guideline, quantitative and qualitative tools, standards, reporting guidelines, and specifications. - Develop the project's Key Performance Indicators (KPIs) to measure whether the implementation process is moving in the right direction toward achieving its overall goal and specific objectives. - Develop/review theory of change/results chain and specify indicators for measuring change in line with the project results framework. - Within time and budget, design and build systems with the following characteristics:

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
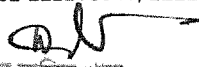PABX: +88-02-222218331-33, 222218335-39
+88-02-222218341, 222218343
pksf@pksf.org.bd
facebook.com/pksf.org
youtube.com/@PKSF1990

	▪ Data collection tools that make it easy for users with limited bandwidth and technical skill to quickly and accurately record critical data; ▪ Applications that ensure data integrity, support business processes, and simplify complexities; ▪ Reports and dashboards that inform users with timely, accessible, and relevant information - Building capacity of the relevant PMU staff and field-level staff. - Identify areas where technical support to project partners is required and organize refresher training on M&E for partners as needed; - Design and development of Results Based Monitoring (RBM)/Real-time Monitoring (RTM) framework for the RHL project; - Prepare a questionnaire based on the log frame of the project to collect information of output/outcome/impact levels for RBM/RTM; - Develop and maintain an effective information database for the RBM/RTM; - Coordinate data collection for the RBM/RTM, analysis and validation of the RBM/RTM data, and prepare the reports of RBM/RTM.
Monitoring and reporting	- Maintain and administer the M&E, and monitor the performance of the project activities, and update management; - Work closely with partners and the field to establish reporting processes to ensure that all information and data are collected, documented, and collated in an accurate and timely manner; - Data quality assurance/data audit to ensure better data collection and use of quality data to feed into project development and decision-making process; - Prepare monthly, quarterly, and annual performance reports and submit them to the authority; - Prepare the quarterly progress report and annual performance report summarizing the project's achievements, results, and recommendations for compliance with GCF's annual reporting systems and future project design; - Coordinate with relevant stakeholders to ensure the successful implementation of M&E activities; - Guide data analyst for processing and managing data as per project requirements.
Evaluation and learning	- Develop Terms of Reference (ToR) for Situational Assessment, Baseline, Mid-Term Review, and Final Impact Assessment of the project. - Manage the contract for the baseline study, mid-term review, and final evaluation. - Design conduct annual outcome survey/results studies to assess the performance level changes and disseminate results to the management; - Capture and disseminate lessons learned from evaluations and follow up on action planning; maintain a lesson learned database; - Synthesize findings from research (baseline, MTR, Final Evaluation, and other research/studies); - Write research reports and articles for national and international publications both in

	individual capacity and groups, and represent the project in various forums through dissemination, discussions, and presentation; - Develop a plan for comprehensive lesson documentation (outcome harvesting, most significant change story, etc.) for future project improvements and design and capture best practices; - Innovative in applying the latest research tools and techniques and quick documentation;
Data Management & Econometrics Modeling	- Providing high-quality quantitative analysis on various projects, including exploring different perspectives and addressing key policy issues. - Working with large data sets, spreadsheets, and statistical software and using a range of techniques such as econometrics and machine learning. - Producing clear and well-reasoned documents, including publications. - Communicating quantitative (e.g. econometric) concepts effectively in internal meetings and engaging with stakeholders. - Collaborating with senior colleagues and multidisciplinary teams to deliver impactful outcomes. - Develop global econometrics and time series solutions that provide insight to address - Work on projects adhering to deliverables in the statement of work, maintaining timeline, and documenting progress. - Communicate analytical results in terms that are meaningful to the internal and external audience.
Field visit and others	- Conduct field visits regularly to document implementation progress; - Support sub-project/POs selection process under the project; - Maintain liaison and coordinate with PKSF research unit regarding all external consultancies; - Any other tasks, duties or specific assignments which may arise as directed by the PC or the PKSF authority.

5. Qualifications, skills, and experience:

Candidates are expected to have the following qualifications, skills, and experience:

Education	- Master's Degree in the field of Economics/Development Studies/ Statistics/Data Science/Sustainable development from any recognized university with at least three first class/division/equivalent CGPA in the academic examinations; - Having third class/division or CGPA equivalent in any examination will incur ineligibility; - Training on M&E/ Donor Committee for Enterprise Development (DCED) Standards for Results Measurement/Research Methodology will be considered as an advantage.
Work Experience	- Minimum 8 (Eight) years of professional experience in monitoring and evaluating projects, including research and development, preferably in the climate change sector, in which at least 03 (Three) years of experience operating project M&E systems (Only full-time work experiences after the post-graduation will be counted). - Advanced knowledge of evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and financial and economic analysis will be an asset.

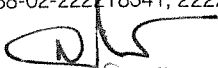PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PABX: +88-02-222218331-33, 222218335-39

+88-02-222218341, 222218343

pksf@pksf.org.bd

facebook.com/pksf.org

youtube.com/@PKSF1990

আবু নাসির খান
মহাব্যবস্থাপক
পরিবেশ ও জলবায়ু পরিবর্তন
সহায়ক ইউনিট (পিকেএসএফ)

	-Experience in supporting and guiding multiple sub-project staff in operationalizing the M&E framework will be preferred; - Proven expertise in monitoring methodologies such as the DCED Standard for Results Measurement (practical experience mandatory). - Demonstrated experience in econometric modeling, estimation, and analysis (a sample work/published research article needs to be shared to demonstrate the experience);
Technical Skills	- A solid foundation in applied quantitative analysis gained through training in areas such as econometrics, data analytics/science, or statistics; - Familiarity and experience with project management concepts; - Preferred experience in research design, survey design, leading field assessments and report writing; - Ability to adapt to operating in very data-limited environments in terms of network access, technology, and technical know-how; - Introductory to Intermediate level of skill in business analysis/database design – able to gather requirements and convert them to technical specs.
Software Skills	- Proficiency in software applications such as Microsoft Office (specifically Word, Excel and PowerPoint); - Advanced knowledge and experience in statistical packages, e.g. (SPSS/STATA/SAS & EViews/NVivo/MATLAB for data management and analysis) - Knowledge of programming languages like Python and R are desirable. - Demonstrated experience in using standard data management/analysis tools such as MS PowerBI/Looker Studio/Tableau preferred - Prior experience with mobile data collection software and systems, especially ODK/KoboToolbox preferred - Proficiency in using referencing software like EndNote will be an added advantage;
Physical and Language Skills	- Strong communication abilities (including writing) and project management skills; - Ability to effectively communicate complex ideas to both a technical and non-technical audience; - Ability to work independently under minimum supervision and be accountable for the accuracy of both data and programs; - Strong analytical and quantitative skills; - Excellent communication skills in both Bangla and English; - Willingness to engage in fieldwork in rural contexts when required; - Flexibility and ability to stay effective and motivated in a fast-changing environment.

6. Age limit

- Maximum 45 years on the last date of application

7. Location

- The position is based in Dhaka, with at least 30% time to project areas (outside Dhaka)

8. Duration

- Duration Initially for one year with the possibility of annual renewal up to project periods upon satisfactory performance.

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PABX: +88-02-222218331-33, 222218335-39

+88-02-222218341, 222218343

pksf@pksf.org.bd

facebook.com/pksf.org

youtube.com/@PKSF1990

মোঃ আবু নাসের খান
সহকারী মহাব্যবস্থাপক
পরিবেশ ও জলবায়ু পরিবর্তন
পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)

9. Number of Positions: 01 (one)

10. Salary and allowances:

- Monthly consolidated salary will be BDT 1,70,000/- (One Lac Seventy Thousand Only)
- Other admissible benefits (Festival Allowance, Bangla Noboborsho Allowance, Mobile Allowance, Group insurance, etc.) as per PKSF policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the Government of Bangladesh. All relevant Taxes will be deducted at sources as per the Government rules.

11. How to apply

Apply through the PKSF online job portal at http://www.pksf.org.bd.

It should be noted that the position is expected to begin as soon as possible and will last until the end of the project period (August 2028). This appointment will initially be for one year, with the possibility of annual renewal up to project periods or the period determined by PKSF's management. Salary may be reviewed on an annual basis, taking into account the project budget, as well as the performance of the staff involved in the Project.

Women are actively encouraged to apply.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of their specific identities, such as race, religion, gender, physical or mental disability, or any other status or characteristic protected by the laws of the country.

মোঃ আবু নাসির খান
সহকারী মহাব্যবস্থাপক
পরিবেশ ও জলবায়ু পরিবর্তন
পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)