



পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)

www.pksf.org.bd

Term of Reference (ToR)
of

Assistant Project Coordinator (Monitoring & Evaluation)

under the Extended Community Climate Change Project- Drought (ECCCP- Drought) of PKSF

1. Basic Information

Title of the Position	:Assistant Project Coordinator (Monitoring & Evaluation)
Number of Position	:01 (one)
Location	:Dhaka, Bangladesh, with at least 30% of time to spend in field visits in the project areas (outside Dhaka)
Reports to	:Project Coordinator
Duration of the Position	:Initially for one year with the possibility of annual renewal up to project periods.
Salary	:Monthly BDT 1,60,000/- (including Tax) and other admissible benefits.
Age Limit	:Maximum 45 years
Experience	:8 (Eight) years

2. Background of the project

Palli Karma-Sahayak Foundation (PKSF), an apex development organization focusing on holistic and integrated approaches, was established by the Government of Bangladesh in May 1990 for sustainable poverty reduction through employment generation. At the beginning of its operations in 1990, with a view to generating employment for the rural poor, PKSF set the goal of creating self-employment opportunities in the rural off-farm sector and adopted the strategy of promoting loan programs to attain this goal. Over the years, PKSF has gained a thorough understanding and valuable experience with the multifaceted aspects of poverty and hence adopted human-centric development approach in 2010. Since then, PKSF has been implementing projects and programs in diversified sectors including sustainable enterprise, training and education, agriculture, climate change and disaster and so on. PKSF works with more than 15 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, IFAD, GIZ, GCF, and Adaptation Fund (AF) are working with PKSF. Please visit <http://www.pksf.org.bd> for details.

PKSF has been accredited to the Green Climate Fund (GCF), the only dedicated and largest climate change finance window, established under the United Nations Framework Convention on Climate Change (UNFCCC), in 2013. The GCF has approved the ECCCP-Drought project in the fact that Bangladesh faces an unpredictable drought hazard due to inadequate and uneven rainfall that affects the timing of onset and end of the monsoon season. The northwestern Barind region/districts of Bangladesh suffer the most from droughts. Climate change is changing the nature of droughts in Barind by increasing temperature and variations in precipitation. The historical data shows that the number of consecutive dry days and temperature have increased steadily over the past 30 years. On the contrary, long-term projections of precipitation using different models show decreasing trend. Thus, drought episodes have become more erratic through climate change, a trend that has a high probability of worsening for the next decades. Drought causes several challenges for vulnerable communities of the Barind region. During droughts, almost all natural surface water sources evaporate, leaving none for drinking, sanitation or agriculture. The human cost is measured in a greater incidence of disease, especially among children and lack of nutrition due to crop failure, increased poverty and reduced development potential.

3. Objective of the project

The main objective of the project is to increase the resilience of climate vulnerable-communities in drought-prone areas of Bangladesh. This objective is expected to be achieved by implementing activities



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covering three main components: i) improved institutional and technical capacities to address climate change-induced drought, ii) increased availability of surface and ground water for irrigation and drinking, and iii) drought-resilient livelihoods created through sustainable agricultural production.

For implementing the project, PKSf is seeking qualified candidate for the position of the "Assistant Project Coordinator (Monitoring & Evaluation)" for the Project Management Unit (PMU) of the ECCCP-Drought project.

4. Duration of the position

It should be noted that the position is expected to begin immediately and will last until the end of the project period (December 2027). The 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.

5. Key Responsibilities

- Develop and implement a robust monitoring and Evaluation (M&E) framework for Project M&E, for example, mid-term project review, impact assessment, final evaluation, and real-time study, and develop a project performance monitoring plan with relevant data collection systems.
- Establish a system for collecting and managing data related to project activities and outcomes.
- Assist in the revision of the project log frame matrix (theory of change), particularly in the areas of performance indicators and their measurement;
- Prepare database in Microsoft Access/Excel to consolidate the primary information, compatible to ESRI ArcGIS, e.g., layers, fields and attributes; and separate data tables according to the different layers of information (such as population, housing, forestry and accessibility).
- Develop easy-to-use mobile data collection applications that permit to capture data in the field (with no internet connection) and then upload it to the database by registered users.
- Produce set of GIS displays and interactive maps that will enable different users access to layers of information and produced tailored reports.
- Assist in the development and/or finalization of the project work plan and keep it updated following project activities and timeframes as relevant.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Conduct baseline studies to establish relevant indicators and benchmarks for monitoring project progress.
- Review existing approaches and management information systems with collaborating partners and agree on any required changes, support, and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on M&E as required.
- Collect data regularly to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyze and aggregate findings.
- Identify areas where technical support to project partners is required and organize refresher training on M&E for partners as needed.
- Design and conduct annual results studies to assess the impact of project interventions towards its goal and objectives.
- Conduct and facilitate mid-term and final evaluations to measure the effectiveness and outcomes of the project.
- Develop a comprehensive lesson learn documentation for future project improvements and design.
- Monitor the installation and functioning of piezometers and manage data obtained for groundwater recharge assessment and prepare quarterly reports.
- Implement the GIS-based monitoring system for effective data analysis and visualization.



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- v) Prepare the annual performance report summarizing project's achievements, results and recommendations for compliance with GCF's annual reporting systems and future project design.
- w) Coordinate with relevant stakeholders to ensure the successful implementation of M&E activities.
- x) Provide advice to the supervisor on improving project performance using M&E findings.
- y) Prepare quarterly reports on project progress, performance, challenges, and lessons learned.
- z) Any other tasks and duties assigned by the authority.

6. Education

- Master's degree in the field of Environmental Science/Geography and Environment/Geology/Civil Engineering/Urban Planning/Forestry from recognized university with minimum three 1st divisions/classes or equivalent CGPA in the academic examinations;
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility;
- Having M.Phil./PhD on Climate Change/Drought/Water Resources Management/Hydrology will be considered as an asset.

7. Experience

- At least 08 years of professional experience in the field of research and development including monitoring and evaluation activities, preferably in the water resources and/or agriculture sector.
- Out of total job tenure, atleast 5 years' experience in monitoring and evaluation through remote sensing technologies or GIS-based systems.
- Knowledge on designing and managing beneficiary monitoring and database systems.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Excellent analytical and report writing skill in English and Bangla.
- Experience of using any of the following software: GIS, SPSS, Stata.

8. Other qualification and requirements

The following qualification will be an advantage for the candidate:

- a) Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- b) Familiarity with GIS-based research and planning systems.
- c) Strong analytical, reporting, and communication skills.
- d) Proven ability to work collaboratively with multi-disciplinary teams and stakeholder.
- e) Excellent written and spoken English and Bengali language proficiency.
- f) Publication related to drought, climate change, ground water management etc.

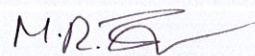
9.0 Salary and allowances:

- Monthly consolidated salary will be BDT 1,60,000/- (One Lac Sixty Thousand Only). Salary may be reviewed on a yearly basis, taking into account of the PKSf's requirement, the project budget, as well as the performance of the staff involved in the project.
- 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.

10. How to apply

Apply online via PKSf's website at <http://www.pksf.org.bd>.

It should be noted that 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. Women are strongly encouraged to apply.

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পিকেএসএফ ভবন, ই-৪/বি, আগারগাঁও প্রশাসনিক এলাকা, শেরেবাংলা নগর, ঢাকা-১২০৭, বাংলাদেশ



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মো: রবিউজ্জামান

pksf@pksf.org.bd



ব্যবস্থাপক (পরিবেশ ও জলবায়ু পরিচ্ছন্নতা)

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