



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR)

of

Assistant Project Coordinator (Monitoring and Evaluation)

under "Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)" Project

1. Background

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.

The geographical location and low elevation of the coastal zone of Bangladesh make it vulnerable to disasters. In contrast, climate change poses a new challenge to the lives and livelihoods in the coastal region. It is predicted that a 45 cm rise in sea level may inundate 10-15 percent of Bangladesh's land by the year 2050, resulting in 35 million climate migrants from the coastal districts. 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 labour, which are highly climate sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants which are 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, in 36th GCF Board on July 14, 2023.

The Palli Karma-Sahayak Foundation (PKSF) will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) as a Direct Access Entity (DAE) of GCF, an apex development organization under the Financial Institutions Division of the Ministry of Finance, with a budget of \$49.99 million. 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. The project will attain this goal by financing the development of climate-resilient housing and livelihood technologies while raising knowledge and awareness about the impacts of climate change. The project will build climate-resilient homesteads through the establishment of new, climate-resilient building codes. It will also develop adaptive livelihood options for highly vulnerable and women-headed households-fostering a safer and more resilient future for homes in coastal areas.

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2. Purpose of the Position

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 system, and facilitate the capacity building efforts to effectively feed-in to adopt and implement thereof;
2. The incumbent is responsible to manage and ensure the high-quality evaluation of projects/program to meet internal and external accountability requirements having hands-on experience in managing large dataset, commissioning internal results survey and perform advance statistical and/or econometric modeling to assess project outcomes, provide insights and take data-driven decisions for supervision, enforcement, and policy iterations, where necessary.
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/program 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 to the 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 both 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	<ul style="list-style-type: none">• Lead the development of a Monitoring & Evaluation (M&E) strategy for projects/programs that meet or exceed the standard donor requirements in collaboration with the project management unit (PMU);• Provide technical knowledge and solutions to meet project needs while building the capacity of partners' M&E staffs;
M&E System Design & Development	<ul style="list-style-type: none">• Develop Monitoring, Evaluation and Learning (MEL) manual/guideline, quantitative and qualitative tools, standards, reporting guidelines, and specifications.• Develop/review the theory of change/results chain and specify indicators for measuring change in line with the project results framework.• Design and development of Results Based Monitoring (RBM)/Real-time Monitoring (RTM) framework for the RHL project.
Monitoring and reporting	<ul style="list-style-type: none">• Maintain and administer the M&E, and monitor the performance of the project activities, and update management;• Work 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, summarizing the project's achievements, results, and recommendations for compliance with GCF's annual reporting systems and future project design;

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Evaluation and learning	<ul style="list-style-type: none">• Manage contract of the Baseline study, Mid-Term Review and final evaluation.• Design and 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 and maintain a lesson learned database;• Synthesize findings from research (baseline, MTR, Final Evaluation, and other research/ studies);
Data Management & Econometrics Modeling	<ul style="list-style-type: none">• Have experience working with large data sets, spreadsheets, and statistical software and using a range of techniques such as econometrics and machine learning.• Communicate quantitative (e.g., econometric) concepts effectively in internal meetings and engage with stakeholders.

5. Qualifications, skills, and experience:

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

Education	<ul style="list-style-type: none">• Master's with a 4-year bachelor's degree in the field of Economics/Agricultural Economics/ Health Economics/Development Economics/Development Studies/Statistics/Data Science/ Environmental Economics/Urban and Rural Planning/Geography from any recognized university with at least three first class/division/ equivalent CGPA in the academic examinations;• Any third class/division or equivalent in any examination will incur ineligibility;
Work Experience	<ul style="list-style-type: none">• 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 3 (Three) years in M&E (Only full-time work experiences after the completion of bachelor's degree 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;• Proven expertise in monitoring methodologies such as the DCED Standard for Results Measurement will be preferred;• Demonstrated experience in publishing results through international peer journals (Please cite references of 2 published papers in international journals);
Technical Skills	<ul style="list-style-type: none">• Training on research methodology and/or related topics.• Preferred experience in research design, survey design, field assessments and report writing;• Familiarity and experience with project management concepts;
Software Skills	<ul style="list-style-type: none">• Advanced knowledge and experience in statistical packages (e.g., SPSS, STATA/SAS & EViews/NVivo/MATLAB) will be preferred;• Prior experience with mobile data collection software and systems, especially ODK/KoboToolbox, will be an asset.
Language Skills	<ul style="list-style-type: none">• Excellent communication skills in both Bangla and English

6. Age limit

- Maximum 50 years on the last date of application

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7. Location

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

8. Duration

- It should be noted that the position is expected to begin at the earliest 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.

9. Number of Positions: 01 (one)

10. Salary and allowances:

- Monthly consolidated salary will be BDT 1,60,000/- (Taka One Lac Sixty Thousand). Salary may be reviewed on a yearly basis, taking into account 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) include all taxes imposed by the Government of Bangladesh. All relevant Taxes will be deducted at source as per Government rules.

11. How to apply

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

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)

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