

**Terms of Reference (ToR) for the position of
Program Officer- Monitoring and Evaluation**

Under the “Recovery and Advancement of Informal Sector Employment (RAISE)” Project

Basic Information:

Name of the Position : Program Officer- Monitoring and Evaluation
Number of the Position : 01 (One)
Age : Max. 40 Years
Experiences : 05 Years
Monthly Consolidated Salary : BDT 120,000/- and other admissible benefits
Assignment Duration : 01 (one) year (Annually renewable based on performance and availability of fund)
Duty Station : Dhaka, Bangladesh; Field visit is required across the country.

1.0 Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization, was established by the Government of Bangladesh in 1990 for sustainable poverty reduction through employment generation. Since its inception, PKSF has been implementing various poverty alleviation programs and projects through its Partner Organizations (POs) all over the country. Since 2022, PKSF has been implementing the Recovery and Advancement of Informal Sector Employment (RAISE) Project with joint financing from the World Bank and PKSF. The Project aims to enhance income-earning opportunities and employment for low-income urban and rural youth, including youth who are not in education, employment, or training (NEET), young micro-entrepreneurs, climate-vulnerable entrepreneurs, youth affected by COVID-19, and returning migrants. The Project is being implemented nationwide through PKSF's Partner Organizations (POs).

As part of the RAISE Project, PKSF is implementing the Home-based Childcare Entrepreneurship Development Program to promote affordable, quality childcare services while creating sustainable self-employment opportunities for women through the establishment and operation of home-based childcare enterprises. The program seeks to strengthen women's economic empowerment, support parents' participation in the labour market, and contribute to early childhood care and development through a network of trained and supported childcare entrepreneurs. For detailed information about PKSF and the RAISE Project, please visit www.pksf-bd.org.

2.0 Major Responsibilities:

The **Program Officer – Monitoring and Evaluation** will support the monitoring, evaluation, reporting, and evidence generation activities of the Home-based Childcare Entrepreneurship Development Program under the RAISE Project. The position will report directly to the Project Coordinator and work closely with the Senior Deputy Project Coordinator, Partner Organizations (POs), the MIS team, and other relevant stakeholders. The major responsibilities are as follows:

Monitoring, Evaluation, and Learning

- Develop, implement, and periodically update the Monitoring and Evaluation (M&E) Framework, performance indicators, monitoring tools, data collection instruments,



reporting templates, and reporting mechanisms for the Home-based Childcare Entrepreneurship Development Program in accordance with the Project Operational Manual and approved project guidelines.

- Develop, refine, and maintain monitoring tools, reporting templates, dashboards, and performance tracking systems to support effective program monitoring, performance management, and evidence-based decision-making.
- Monitor the implementation and performance of program activities through regular field visits, data verification, beneficiary verification, compliance monitoring, and progress tracking to ensure adherence to project guidelines, operational standards, child safeguarding requirements, and agreed performance indicators.
- Monitor key program indicators related to entrepreneur selection, training completion, enterprise establishment, service quality, child safeguarding, child development, women's economic empowerment, employment generation, and other project outcomes, and identify implementation gaps and recommend appropriate corrective actions.
- Coordinate and facilitate monitoring visits, process reviews, data quality assessments, beneficiary verification, and compliance monitoring in collaboration with Partner Organizations and other relevant stakeholders.

Data Management and Reporting

- Coordinate with Partner Organizations (POs) to ensure the timely, accurate, and complete collection, verification, validation, and submission of program data and supporting documentation.
- Ensure the quality, accuracy, completeness, and integrity of program data in the Management Information System (MIS) and Case Management System through routine data quality assessments, verification exercises, and regular follow-up with Partner Organizations.
- Coordinate with the MIS team and other relevant units to strengthen the program's monitoring, reporting, data visualization, and knowledge management systems.
- Prepare, verify, manage, and share program data, documentation, monitoring reports, analytical briefs, and other information required for project management, World Bank supervision missions, audits, impact evaluations, research studies, and other evidence-generation activities, ensuring compliance with project protocols and data quality standards.

Evaluation, Research, and Knowledge Management

- Support the design and implementation of baseline, midline, endline, process, outcome, and impact evaluations, surveys, assessments, operational research, and other learning initiatives undertaken under the project.
- Support the dissemination and utilization of findings, recommendations, and lessons learned from monitoring, evaluations, research studies, and assessments to strengthen program implementation, adaptive management, evidence-based decision-making, and policy development.



Communication and Stakeholder Coordination

- Coordinate with Partner Organizations, the MIS team, consultants, researchers, development partners, and relevant units of PKSf to facilitate effective monitoring, reporting, evaluation, and evidence-generation activities.

Other Responsibilities

- Perform any other duties assigned by the Project Coordinator or PKSf Management.

3.0 Required Qualifications and Experiences

- Master's degree with a four-year Bachelor's degree in Statistics, Development Studies, Economics, Social Work/Social Welfare, Sociology, Education, or any other relevant discipline of Social Sciences from a UGC-approved university.
- The applicant must have secured at least two First Divisions/Classes or equivalent CGPA/GPA in all public examinations.
- Candidates having Third Division/Class or equivalent CGPA/GPA in any public examination will not be eligible to apply.
- At least 05 (five) years of professional experience, including a minimum of 03 (three) years of relevant experience in monitoring and evaluation, results-based management or performance monitoring of relevant development projects (Only full-time work experience acquired after graduation will be counted).
- Strong knowledge of monitoring and evaluation principles, results-based management, performance measurement, data quality assurance, and evidence-based decision-making.
- Demonstrated experience in developing and implementing M&E frameworks, performance indicators, monitoring tools, data collection instruments, reporting systems, dashboards, and evaluation methodologies.

4.0 Age Limit: Maximum 40 years at the last date of application.

5.0 Salary & Allowances:

- Monthly consolidated salary BDT 120,000/- (One Lac Twenty Thousand);
- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance, Group Insurance etc.) as per PKSf policy;
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

Qualified women candidates are strongly encouraged to apply.



গোলাম জিলানী
সিনিয়র উপ-প্রকল্প সমন্বয়কারী
RAISE প্রকল্প
পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)




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&
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