



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (TOR)

of

Monitoring & Evaluation, MIS Specialist

Under the 'Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)' Project of PKSf

1. Basic Information

Title of Position	: Monitoring & Evaluation, MIS Specialist
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: Master's degree along with Honors degree in Management/ Marketing/ Agribusiness/Statistics/Economics/Sociology/Social Work/ Social Welfare/Anthropology /Political Science/Population Sciences/ Development Studies/Women and Gender Studies
Age	: Maximum 55 years
Experience	: 15 years
Duty Station	: Dhaka, with at least 30% time to project areas (outside Dhaka)
Salary	: Monthly BDT 2,30,000/- (Consolidated) and other admissible benefits.

2. Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization established by the Government of Bangladesh for poverty alleviation through sustainable employment generation has been implementing various development programs and projects since its inception in 1990. Apart from its core programs, PKSf has been implementing development projects with the financial and technical assistance of different international development organizations like the World Bank, ADB, UKAID (DFID), EU, IFAD etc.

PKSF has so far successfully completed implementation of three projects financed by International Fund for Agricultural Development (IFAD). These are Microfinance and Technical Support Project (MFTSP), Microfinance for Marginal and Small Farmers Project (MFMSFP) and Finance for Enterprise Development and Employment Creation (FEDEC) project, and Promoting Agricultural Commercialization and Enterprise (PACE). Recently, PKSf has successfully completed the project title "Rural Microenterprise Transformation Project (RMTP)". The objective of the project was to promote Agri-based microenterprises in the country.

Following the successful completion of previous five projects and satisfactory progress of the ongoing project, IFAD decided to support a new project for transforming cluster based micro-enterprises of rural areas into sustainable growth led rural enterprises by fuelling scaling up of these micro-enterprises. In this backdrop, IFAD proposed this project titled '**Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)**'. The main focus of the project is the promotion of livelihoods in the country particularly in poverty stricken and climate vulnerable areas.

3. Project goal and objective:

The project goal is to contribute to climate resilient and inclusive rural transformation through sustainable and equitable economic growth, and the development of the project is: To sustainably increase income, climate resilience, food security and nutritional status of beneficiary households by enabling healthy diets and improved nutrition behaviours, uptake of technologies and best practices, and enhanced access to capital.

4. Project areas

The project will be implemented all over the country. However, it will prioritize poverty-stricken and climate-vulnerable districts. Within the priority GREEN regions, some parts are more vulnerable than



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

others such as subdistricts adjacent to the coastal region, those in flood plains, a majority of flash flood prone Haor subdistricts, and drought-prone Barind subdistricts.

5. Target population, beneficiaries and benefits:

The project's direct beneficiaries are estimated at 258,333 microfinance and business development recipients, comprising the extremely poor, transitional poor and enterprising poor. GREEN aims to directly benefit 258,333 households, translating to approximately 1.11 million individuals. The target population includes agricultural labourer's, artisans, marginal and smallholder farmers, pond fisheries farming and backyard livestock-keeping households, non-agricultural producers, and poor young men and women.

6. Main areas of activities of the position

The position will lead the development and implementation of the M&E Action Plan in alignment with the project goals, objectives, and overall development framework. The incumbent will work closely with Partner Organizations (POs) to identify monitoring and evaluation gaps, strengthen implementation and reporting systems, and promote learning and adaptive management practices throughout the project period. The incumbent will further contribute to data management, documentation, knowledge sharing, and dissemination of project achievements.

7. Duty station

The employee will be stationed at Dhaka and spend adequate time in the field as per need to supervise project activities including the most remote areas as per instruction and or need for the project.

8. Duration

It should be noted that the position is expected to begin at the earliest possible time and will last until the end of the project period (Sept. 2032). 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. Duties and responsibilities

The **Monitoring & Evaluation, MIS Specialist** will work under the direct supervision of the Project Coordinator (PC) and their specific tasks are, but not limited to, the followings:

- Prepare TORs for various surveys and studies
- Conduct baseline and other impact assessment studies
- Conduct studies planned for the project to be managed by the PMU; write TOR, coordinate with procurement specialist to procure all services
- Assist POs to prepare subproject indicators and subproject log-frame, and prepare project reports
- Prepare impact studies of individual subprojects in collaboration with VC managers
- Provide technical support to external consultants in conducting baseline, midline, endline evaluations, and impact assessments for projects implemented by Palli Karma-Sahayak Foundation (PKSF) and Partner Organizations (POs)
- Conduct training on subproject planning, monitoring and evaluation of individual subprojects by POs
- Prepare sector specific report on experience of the project
- Prepare KM products
- Organize seminar, workshops and other activities to disseminate project results
- Prepare Log-frame progress, quarterly, half-yearly, annual, and IFAD-specific progress reports
- Perform any other tasks, responsibilities, or special assignments assigned by the Project Coordinator (PC) or PKSf management



২৫

PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

10. Academic & other qualifications

- Advance degree (Master's degree) along with Honors degree in Management/Marketing/Agribusiness/Statistics/Economics/Sociology/Social Work/Social Welfare/Anthropology/Political Science/Population Sciences/Development Studies/Women and Gender Studies from any reputed university with at least two 1st Divisions/Classes or equivalent CGPA in the academic career.
- Any third class/division or equivalent in any examination will incur ineligibility.
- Must have training on Monitoring and Evaluation (M&E).
- Fluent in Bangla and English.
- Advanced training in Data Modelling/Research Methodology/Statistical Packages like SPSS, Excel, Python, and R will be preferred.
- Proficiency in the paperless technologies and methods (Open data Kits/Kobo Toolbox etc.) will be given preferences.

11. Experience

- Minimum 15 years of experience in development sector of which at least 05 years' experience in managerial position in the field of monitoring and evaluation
- Experience in M&E of value chain and microenterprise development under international development partner-funded projects preferred.
- Candidates with experience working in IFAD-funded projects in similar positions will be given preference.

12. Age limit

- Maximum 55 years on the last date of application.

13. Salary & Allowances

- Monthly consolidated salary BDT 2,30,000/- (Two Lac Thirty Thousand Only).
- 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.

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

২০২১

✍

