



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

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Terms of Reference (TOR) for Assistant Manager (M&E-Data Management)
Under the 'Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition
(GREEN)' Project of PKSF

1. Basic Information

Title of Position	: Assistant Manager (M&E-Data Management)
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: Master's or 4-year Bachelor's in Statistics/Applied Statistics/Data Science/Economics/Sociology/Population Sciences/Women and Gender Studies/Management Information System from any reputed university with at least two 1st Divisions/Classes or equivalent CGPA in the academic career.
Age	: Maximum 45 years
Experience	: 12 years
Duty Station	: Dhaka, with at least 30% time to project areas (outside Dhaka)
Salary	: Consolidated Monthly BDT 1,60,000/- (One Lac Sixty Thousand Only) 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 five projects financed by the International Fund for Agricultural Development (IFAD). These are: Microfinance and Technical Support Project (MFTSP), Microfinance for Marginal and Small Farmers Project (MFMSFP), Finance for Enterprise Development and Employment Creation (FEDEC) project, Promoting Agricultural Commercialization and Enterprise (PACE) and "Rural Microenterprise Transformation Project (RMTP)".

After successful completion of RMTP, PKSF launched 'Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)' Project financed by IFAD. 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 others, such as subdistricts adjacent to the coastal region, those in floodplains, a majority of flash flood prone Haor subdistricts, and drought-prone Barind subdistricts.

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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 labourers, 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 support 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 role will also support data-driven decision-making by monitoring project progress, tracking indicators and targets, analyzing implementation challenges, and providing evidence-based recommendations for improvement. In addition, the position will organize and facilitate M&E capacity-building initiatives, including training on data collection, reporting systems, and digital monitoring tools for partner staff. 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 (Project closing date: 30 September 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 **Assistant Manager (M&E-Data Management)** will work under the direct supervision of the Project Coordinator (PC) and their specific tasks are, but not limited to, the following:

- Assist the M&E Specialist in the preparation of TORs for various surveys and studies;
- Facilitate studies planned for the project to be managed by the PMU; assist in writing TORs;
- Draft project reports;
- Update and assist in maintaining the M&E system of the project;
- Development and/or update and maintenance of the Result Based Monitoring System;
- Assist POs to prepare sub-project indicators and sub-project log-frame, and prepare project reports.
- Train and facilitate POs to properly upload data on the online system;
- Organize seminars, workshops, and other activities to disseminate project results and
- Any other tasks, duties or specific assignments which may arise as directed by the Project Coordinator.

10. Academic & other qualifications

- Master's or 4-year Bachelor's in Statistics/Applied Statistics/Data Science/Economics/Sociology/Population Sciences/Women and Gender Studies/Management Information System from any reputed university with at least two 1st Divisions/Classes or equivalent CGPA in the academic career.



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- Any third class/division or equivalent in any examination will incur ineligibility.
- 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 preference.

11. Experience

- Minimum 12 years of experience, including at least 06 years of experience in M&E related work in any reputed organization, preferably in development organization(s), with a minimum of 04 years of relevant experience in value chain projects monitoring & evaluation under projects funded by multilateral development banks (such as the World Bank, IFAD, ADB, AIIB, etc.).
- Fluent in both Bangla and English

12. Age limit

- Maximum 45 years on the last date of application.

13. Salary & Allowances

- Monthly consolidated salary BDT 1,60,000/- (One Lac Sixty 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.

Md. Habibur Rahman
Deputy General Manager (FIED)
&
Project Coordinator, GREEN Project
Palli Karma-Sahayak Foundation (PKSF)