Terms of Reference (ToR)
Of
Assistant Project Coordinator (Monitoring & Evaluation)
under 'Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh' project of PKSF

1. Basic Information

Title	: Assistant Project Coordinator (Monitoring & Evaluation)
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: Master's degree in Environmental Science/Geography and Environment/Business Administration (MIS/Management)/Economics /Statistics
Age	: Maximum 55 years
Experience	: 10 years
Location	: Dhaka, Bangladesh, with at least 30% of time to spend in field visits in the project areas (outside Dhaka)
Duration of the Position	: One year with the possibility of annual renewal up to project periods.
Salary	: Monthly BDT 1,30,000/- (Consolidated) and other admissible benefits.

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 Adaptation Fund (AF), established in 2001 under the Kyoto Protocol of the UNFCCC, is an international climate finance mechanism that supports developing countries in implementing concrete adaptation actions to reduce vulnerability and build resilience to climate change impacts. The AF has approved the 'Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh' project.

Bangladesh is one of the most vulnerable countries to climate change. The haor region of Bangladesh, home to nearly 20 million people, is one of the country's most important agricultural zones but remains highly vulnerable to climate-induced flash floods. Increasing pre-monsoon rainfall and upstream runoff have intensified the frequency and severity of flash floods, causing widespread damage to housing, livelihoods, and food security. Poor households, particularly women and marginalized groups, are disproportionately affected due to inadequate access to resilient housing and essential services. Traditional homes built with mud, bamboo, and straw are frequently damaged by floodwaters and powerful wave action ("afal"), resulting in recurrent displacement and asset losses. Climate projections indicate further increases in rainfall and flood risks in the coming decades.

To enhance climate resilience in the haor region, the project will promote climate-resilient housing through the construction of elevated and durable homes, the strengthening of local capacities in resilient construction practices, and the implementation of nature-based protective measures. By integrating local knowledge with innovative adaptation approaches, the project aims to improve household safety, reduce climate vulnerability, and increase the resilience of communities to recurrent flash floods and wave action. The initiative will also develop a scalable and sustainable model for resilient housing that can be replicated across flood-prone haor areas, such as Sunamganj, Netrokona, and Kishoreganj districts. The four-year project will be financed by the Adaptation Fund (AF) and implemented by PKSF in collaboration with its selected partner organizations.

3. Objective of the project

The project aims to enhance resilience and reduce vulnerability in the flood-prone Haor region by introducing climate-resilient housing solutions tailored to local needs. The objectives of the project are to enhance climate resilience of vulnerable households in flood-prone areas through construction of climate-resilient housing; improve health, hygiene, and stainable energy access through integration of water, sanitation, and renewable energy systems and strengthen local capacity, skills, and ownership of climate-resilient housing initiatives. These objectives are expected to be achieved by implementing activities covering three main components: i) Community Engagement, Vulnerability Assessment, and Climate-Resilient Housing Design & Construction, ii) Integration of Water, Sanitation, and Renewable Energy, and iii) Capacity Building and Local Skills Development.

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 "Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh" 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 (November 2030). 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. Salary may be reviewed on an annual basis, taking into account the project budget, as well as the performance of the staff involved in the project.

5. Key Responsibilities

a) 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.
b) Establish a system for collecting and managing data related to project activities and outcomes.
c) Assist in the revision of the project log frame matrix (theory of change), particularly in the areas of performance indicators and their measurement;
d) Prepare database in Microsoft Access/Excel to consolidate the primary information.
e) 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.
f) Assist in the development and/or finalization of the project work plan and keep it updated following project activities and timeframes as relevant.
g) 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.

h) Monitor the installation and functioning of piezometers and manage data obtained for groundwater recharge assessment and prepare quarterly reports.
i) Implement the GIS-based monitoring system for effective data analysis and visualization.
j) Prepare the annual performance report summarizing project's achievements, results and recommendations for compliance with AF's annual reporting systems and future project design.
k) Coordinate with relevant stakeholders to ensure the successful implementation of M&E activities.
l) Provide advice to the supervisor on improving project performance using M&E findings.
m) Prepare quarterly reports on project progress, performance, challenges, and lessons learned.
n) Any other tasks and duties assigned by the authority.

6. Educational Qualifications

- The Candidates must have master's degree in Environmental Science/Geography and Environment/Business Administration (MIS/Management)/Economics/Statistics.
- S/he must have at least two 1st divisions/classes or equivalent CGPA in the academic examinations;
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.

7. Experience & other skills

- At least 10 years of professional experience in monitoring projects/programs in development organizations.
- Candidates having training on monitoring/research will be given preference.
- Knowledge on designing and managing beneficiary monitoring and database systems.
- Knowledge in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Excellent analytical and report witting skill in English and Bangla.

8. Age

- Maximum 55 years on the last date of application.

9. Salary and Allowances

- Monthly consolidated salary will be BDT. 1,30,000/- (One Lac Thirty 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.

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.

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