Helen Keller
JOB ANNOUNCEMENT

Monitoring and Evaluation Lead,
Community Nutrition and Health Activity (CNHA)
(Dhaka, Bangladesh)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller's proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background

The purpose of the planned U.S. Agency for International Development (USAID) Community Nutrition and Health Activity (CNHA) is to improve the nutrition outcomes of pregnant and lactating women, and children less than five years old in Bangladesh. The CNHA will address the inequitable nutrition outcomes of the most vulnerable segments of the population through a targeted community-health system strengthening approach.

Scope of the Position

The Monitoring and Evaluation Lead (M&E Lead) will be responsible for the design, coordination and implementation of the monitoring and evaluation, research and learning framework of the Bangladesh CNHA in a manner that conforms to USAID Monitoring, Evaluation and Reporting guidance. Working closely with the Chief of Party and all relevant colleagues, the M&E Lead will be responsible for developing and implementing tools for tracking performance during the project's implementation and working with stakeholders to ensure that project outcomes are achieved on time. The M&E Lead will oversee the design and implementation of research as needed; and will be responsible for building the capacities of project staff and relevant stakeholders on all areas related to M&E.

This position is expected to be based in Dhaka, with regular travel within Bangladesh. This five-year position is contingent on Helen Keller being awarded funding.

Specific Responsibilities

The M&E Lead will be responsible for the following:

1. **Designing the USAID CNA M&E Framework**
    *   Lead in the development of the overall M&E framework for the CNHA. This includes:
        o   Design of the overall M&E system that meets the information needs of project staff, the donor and other stakeholders.
        o   Design of data quality assurance procedures and tools, formative supervision tools, design of surveys including sampling and questionnaires.
        o   Ensuring that monitoring data is systematically used by project staff to strengthen implementation in a timely fashion.
    *   Using Helen Keller's approval guidelines related to surveys and research, provide guidance and support to project staff in design and conducting baseline, midterm and endline surveys to ensure project learnings and alignment to donor requirements. This will include a review of sampling methodology, questionnaire design, analysis plans, and final reporting.

- Lead the mid-term project review, impact assessment, final evaluation, M&E protocol and develop project monitoring plan with relevant data collection systems.

2. Implementation of M&E and Coordination

- Ensure that the project monitoring plan is updated consistently to inform project progress and performance.
- Lead all M&E initiatives for the CNA including monitoring data quality and tracking the progress of the project towards targets.
- Lead regular review meetings to assess progress against set targets, and provide recommendations based on internal policies, donor regulations and project timeline.
- Lead in the identification and implementation of key performance indicators (KPI) as well as monitoring them throughout the duration of the project.
- Lead in developing different monitoring tools for monitoring and evaluation, research following USAID guidelines as needed.
- Lead project staff on ways to properly document, organize and capture project progress.
- Develop and implement the necessary guidelines, appropriate templates, and tools for conducting routine data quality assessment (DQA) using USAID prescribed format.
- Keep abreast of developments in grant/project changes and progress to advise and recommend tools and strategies to increase project performances and results.
- Develop a standard online data management system for developing project participant database and manage the M&E evidence files (hard and soft copy) and corresponding logbook, in order to organize and maintain effective data flow to track program targets, outcomes, and impacts.
- Perform regular field visits to ensure the quality of data collected by project staff and to verify the accuracy of reported data.
- Lead in undertaking research and assessments.
- Ensure that verifiable data analysis is shared with relevant stakeholders to inform project review.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Represent Helen Keller Intl at national and/or international level coordination forums.

As a Technical Advisor, the position co-supervises project staff within his/her area of expertise and will liaise with donors and partners.
- Model collaboration for the matrixed project team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance.
- Guide implementation teams to achieve high-quality project deliverables and ensure they meet project objectives and donor requirements.
- Work with staff to achieve goals and ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
- Contribute to recruitment and ongoing supervision and evaluation of program staff in technical area and contribute to an atmosphere conducive to professional growth and development.

Required Qualifications/Competencies

- Minimum of a master's degree in a quantitative field (economics, agricultural/development economics, statistics, biostatistics, nutrition, applied sociology, anthropology, or other relevant subject) with significant training in quantitative methods; plus
- At least seven years of related work experience, or an equivalent combination of education and experience.
- Knowledge of and experience with USAID monitoring and evaluation requirements, and of USAID sanctioned indicators.

- Demonstrated ability to design and implement monitoring and evaluation systems for public health programs in low and middle-income countries, including selecting appropriate indicators for program activities and ensuring timely data collection, analysis and reporting.
- Experience in developing results frameworks, logical frameworks, program impact pathways or similar tools for project design and implementation is required.
- Proven expertise in qualitative and quantitative research methodologies, as well as strong understanding and ability to guide the design and implementation of operations research and surveys.
- Demonstrated understanding of the health management information systems in low- and middle-income countries. Experience using digital data collection technologies (e.g., ODK, Kobotoolbox, CommCare) and the DHIS2 information system preferred.
- High proficiency in relevant computer applications e.g. MS-Word, MS-Excel, MS-PowerPoint, Statistical Analysis tools e.g. STATA, SPSS, data visualization software and basic internet skills are required.
- Demonstrated track record in promoting the dissemination and use of data, including the ability to write policy briefs and articles for publication in peer-reviewed journals.
- Demonstrated ability to build M&E capacity of other staff, and the range of ways in which this can be conducted and assessed.
- Technical knowledge of health and nutrition programming is preferred.
- Strong interpersonal skills in dealing with external contacts and relevant stakeholders as well as internal colleagues.
- Experience managing and coordinating staff and partners to achieve results.
- Excellent time management and personal organization skills.
- An ability to work in challenging and changing environments, and to see through challenges to find solutions; an ability to maintain balance when under stress.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Excellent written and oral communication skills in English; fluency in Bengali is advantageous.
- Experience working in Bangladesh is highly desirable.

To Apply
Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org Applications will be accepted until the position is filled.