

**Term of Reference (ToR) for  
The Position of Monitoring & Evaluation Officer under  
Extended Community Climate Change Project- Drought (ECCCP- Drought)**

**1. Basic Information**

<b>Title of the Position</b>	Monitoring & Evaluation Officer
<b>Number of Position</b>	01 (one)
<b>Location</b>	Sapahar Upazilla of Naogaon Zilla, with at least 80% of time to spend in field visits in the project areas
<b>Reports to</b>	Project Coordinator (PC)
<b>Duration of the Position</b>	Initially for one year with the possibility of annual renewal up to project periods.
<b>Salary</b>	Monthly BDT 50,000-/ (including tax) and other admissible benefits.
<b>Age Limit</b>	Maximum 45 years
<b>Experience</b>	Minimum 4 (Four) years

**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. 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 Green Climate Fund (GCF), the only dedicated and largest climate change finance window, established under the United Nations Framework Convention on Climate Change (UNFCCC), in 2013. The GCF has approved the ECCCP-Drought project in the fact that Bangladesh faces an unpredictable drought hazard due to inadequate and uneven rainfall that affects the timing of onset and end of the monsoon season. The northwestern Barind region/districts of Bangladesh suffer the most from droughts. Climate change is changing the nature of droughts in Barind by increasing temperature and variations in precipitation. During droughts, almost all natural surface water sources evaporate, leaving none for drinking, sanitation or agriculture. The human cost is measured in a greater incidence of disease, especially among children and lack of nutrition due to crop failure, increased poverty and reduced development potential.

### **3. Objective of the project**

The main objective of the project is to increase the resilience of climate vulnerable-communities in drought-prone areas of Bangladesh. This objective is expected to be achieved by implementing activities covering three main components: i) improved institutional and technical capacities to address climate change-induced drought, ii) increased availability of surface and ground water for irrigation and drinking, and iii) drought-resilient livelihoods created through sustainable agricultural production.

#### **A short brief about the GUK**

Gram Unnayan Karma (GUK) is a national level non-government development organization which has been implementing different development activities including microfinance program throughout the country. GUK going to implement GCF & PKSF Funded ECCCP-Drought project at Sapahar Upazila of Naogaon District. For implementing the project, GUK is seeking qualified candidate for the position of the **“Monitoring & Evaluation Officer”** in it’s Project Management Unit (PMU) of the ECCCP-Drought project.

#### **4. Key Responsibilities:**

- Assist the PC in planning, monitoring, and supervising the implementation of project activities.
- Develop and implement a robust monitoring and evaluation (M&E) system for the project, including data collection, analysis, and reporting.
- Conduct regular field visits to monitor project progress, assess results, and identify any challenges or deviations.
- Collect and manage data related to project activities, outcomes, and indicators.
- Prepare regular progress reports and other M&E reports for the PC, IE and PKSF Management.
- Liaise with partner NGOs, government agencies, and local communities to facilitate data collection and ensure project compliance.
- Assist to Conduct baseline surveys and impact assessments to measure project effectiveness.
- Provide technical support to Field Facilitators on M&E and data collection methods.
- Organize and participate in trainings on M&E for project stakeholders.
- Assist the PC in ensuring quality and timely completion of project deliverables.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

## **5. Education and Experience:**

- Master's degree in Agriculture or Bachelor's degree in Agricultural Engineering.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 4 years of professional experience in M&E or research, preferably in water resources in drought-prone areas.
- Experience in data collection, analysis, and reporting using quantitative and qualitative methods.
- Strong knowledge of M&E principles and methodologies.
- Experience working with GIS and other data management tools is an asset.
- Experience working with government agencies and local communities in Bangladesh is an asset.
- Excellent communication, interpersonal, and reporting skills are essential.

## **6. Other Qualifications:**

- Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a Professional membership with the Institution of Engineers, Bangladesh-IEB (where applicable).

## **7. Salary and other admissible benefits.**

- Monthly gross salary will be BDT 50,000/- (including all taxes).
- Two Eid bonus (50% of gross salary) and one Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 700 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.