Advancing Women’s Right of Access to Information in Bangladesh
Monitoring, Evaluation, Accountability, and Learning (MEAL) Director

Vacancy Announcement

Overview:

The Carter Center was founded in 1982 by Jimmy and Rosalynn Carter to advance human rights and alleviate human suffering worldwide. The Atlanta-based, non-profit, non-governmental Center has helped to improve the quality of life for people in more than 80 countries around the world. The Carter Center’s Rule of Law Program works in partnership with governments, civil society, and international and regional bodies to improve governance and transform lives through a meaningful right of access to information and justice.

The Carter Center’s Rule of Law Program seeks a Monitoring, Evaluation, Accountability, and Learning (MEAL) Director, to be based in Dhaka, to support implementation of the Advancing Women’s Right of Access to Information in Bangladesh Project. All full-time staff positions require fluent Bangla, professional-level English, and the ability to freely work and travel throughout Bangladesh.

**MONITORING, EVALUATION, ACCOUNTABILITY, AND LEARNING DIRECTOR**

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Director is responsible for leading the development, management, and adaptation of the Bangladesh team’s MEAL donor and agency requirements. This role is responsible for stakeholder accountability, which includes oversight of feedback mechanisms, reporting back to communities, and donor accountability. It fosters a culture of learning and adaptation within the project team, where feedback and lessons learned are used to improve project strategies and activities timely.

The MEAL Director assumes a primary role in assessing programming effectiveness and facilitating continuous improvement. Moreover, this role is responsible for technical backstopping to all MEAL staff in-country and implementing partners encompassing activities such as training, designing surveys, evaluations, or sampling strategies, developing questionnaires, and guiding country staff through data analysis.

The MEAL Director reports to and supports the Bangladesh team’s Chief of Party/Country Representative and works closely with the Deputy Chief of Party. The MEAL Director will supervise other MEAL personnel in Dhaka.
**Key Responsibilities**

1. Co-development and implementation of donor MEAL requirements with support from Carter Center headquarters.
2. Oversight of MEAL in-country staff.
3. Data analysis or supervision of data analysis that meets donor requirements and supports critical reflection.
4. Assist with the incorporation of data and analysis into written materials, including donor reporting, grant writing, presentation preparation, and publications.
5. Implement data verification as per TCC guidance and required donor DQAs.
6. Oversee data collection and reporting systems.
7. Oversee feedback and response mechanisms.
8. Oversee external evaluations in collaboration with Carter Center headquarters.
9. Facilitate reflection and learning activities.
10. Provide MEAL training to staff and implementing partners.
11. Adhere to data storage and security in alignment with Carter Center Information Technology department protocols.
12. Meet regularly with Carter Center headquarters to ensure adherence to agency-wide guidance on MEAL practices.

**Minimum Qualifications**

**Education & Experience**

- Master’s degree required.
- Degree in public administration, measurement and evaluation, statistics, demography, development studies, public health, or relevant field.
- At least six (6) years of related professional experience demonstrating a strong understanding of MEAL concepts.
- Demonstrated capacity in data management.
  - Proven experience in:
    a) Program Design,
    b) MEAL plan development and implementation,
    c) Evaluation.
• Strong communication skills in both written and oral forms.
• At least 3 years managing MEAL staff or similar capacity.
• Ability to work independently, with teams, and effectively with diverse groups of people.
• Fluency in Bangla. Professional level English.

Preferred Qualifications
• Proven experience in multiple donor projects is highly desirable, specifically US government grant-funded projects.
• Ability to engage in virtual work.
• Proven Experience working in a global organization and with global teams is desirable.
• Flexibility to adjust work plans and adapt to emergent needs.
• Ability to adapt to changes in the work environment including change management, competing demands, delays, or unexpected events.
• Experience in MIS, digital data protection, and privacy.

Specialized Knowledge, Skills, Attributes:
• Proven experience with understanding, collecting, analyzing, and reporting project indicator data.
• facilitating assessments and surveys; implementing internal and external learning activities that generate, capture, and share best-practices and information.
• Sound knowledge and understanding regarding baseline, mid-term, and endline evaluation methodologies, data verification, analysis, identifying transcription errors, and evaluation supervision.
• Using specific computer/program competencies, including but not limited to Microsoft Excel, SharePoint, SurveyMonkey, etc.
• strong communication skills in both written and oral forms; and ability to work independently, with teams, and effectively with diverse groups of people.

Application Instructions:
Only complete applications will be considered. Please do not email or call. Applications will be considered until June 20, 2024. Interested applicants are encouraged to apply as soon as possible; decisions will be made on a rolling basis. Due to the high volume of applicants, we are unable to respond to each application individually.

To apply, please fill in the form at the following link: https://filerequestpro.com/up/monitoring-evaluation-accountability-and-learning-director

Required Documents:
1. Cover Letter
2. CV/Resume
3. Three (3) professional references