

Job Description (JD)

For Coordinator-Monitoring, Results Measurement (MRM)



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Background

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961.

Swisscontact's working principles include inclusive systems development, learning culture, evidence-based adaptive management, and engaging private sector. In addition, the organisation's sustainable criteria comprise of gender equality and social inclusion, financial capability, environmental responsibility, and good governance.

Swisscontact is inviting applications from development professionals for the position of Coordinator-Monitoring, Results Measurement (MRM) for BMMDP Phase II Project. The main objectives of the project are to develop a conducive policy environment for climate-sensitive microinsurance to stimulate climate-sensitive, client-centric, and commercially viable microinsurance products/services; to improve the support service market

through enhanced capacity of various support service actors (Public/Private Insurance companies, Technology Solution providers, etc); and to increase mass awareness and understanding of potential beneficiaries among low-income households to encourage demand for climate-resilient microinsurance products. This is mandated by the Swiss Agency for Development and Cooperation (SDC) and the second phase envisions fostering inclusive growth in the agriculture and livestock sector in Bangladesh through agriculture and livestock insurance along with risk-reducing embedded extension services. Swisscontact is acting as the Managing Agent (MA) of the project and wants to have a better understanding of the microinsurance market with particular focus on agriculture and livestock and to come up with systemic interventions.

Name of the position: Coordinator-Monitoring, Results Measurement (MRM)

Employment start: 01 December, 2023

Contract duration: 1 year initially. The contract will be

extended based on performance until the end of the project (June 2027).

Number of Position: 1

Place of work: Dhaka, Bangladesh with regular visits to field locations

Essential Functions and Responsibilities

- Ensuring quality and timely monitoring activities in the field; aggregating impact and outreach as per the log-frame targets.
- Managing field-based monitoring and evaluation officers and ensuring periodic feedback.
- Informing the Senior- Manager MRM on programme quality, impact, and strategic orientation.
- Capacity building of project staff and partners on MRM systems, standards, tools, and methodologies.
- Initiating and leading periodical reviews of result chains and MRM plans; leading data analysis and consolidation for providing MRM information to project progress reports (monthly, bi-annually, and annually).
- Preparing other reports as per project requirements (i.e., enrolment monitoring/employment monitoring/trade specific monitoring report).
- Operationalizing the process of results-based financing within the project by analysing data collected through different monitoring activities.
- Facilitating integration and implementation of knowledge and content management through documenting best practices, innovative approaches, success stories and challenges across the project to promote learning and knowledge sharing from programme design and strategy development.
- Actively supporting Senior Managers towards development and implementation of strategy and framework for knowledge and content management and MRM.

Other Duties and Responsibilities

- Developing capacity among external stakeholders, to play an effective role in MRM processes.
- Facilitating dissemination of project progress during various events.
- Coordinating the work of supervising and mentoring subordinate(s).
- Perform any other duty(s) in line with the roles and responsibilities provided, as/when assigned by the Senior Manager-MRM.

Skills and experience

- Ability to work productively in highly collaborative settings while also able to function independently.
- Demonstrate ability to manage complexity and to prioritize multiple tasks.
- Ability to communicate clearly with project beneficiaries and other target groups.
- Work with trustworthiness and integrity and is committed to Swisscontact's core values.
- Demonstrate awareness and sensitivity to gender and diversity (including sensitivity towards Disabled People).
- Demonstrate curiosity to learn and acquire knowledge from vastly different sources.
- Must have superior English and Bangla writing skill.
- Willingness to travel on short notices for longer duration.

Technical

- A bachelor's degree in economics, development Studies, business administration, anthropology, statistics, or any other relevant discipline
- Minimum 5 years of progressive professional experience in similar role(s) preferably in NGO/INGO/Projects that apply DCED standards for project review and/or apply ISD/MSD approach for project monitoring.
- Excellent working knowledge of computer applications like MS Office (Excel, Word, Outlook, Power Point).
- Ensuring quality and timely monitoring activities in the field; aggregating impact and outreach as per the log-frame targets.
- Managing field-based monitoring and evaluation officers and ensuring periodic feedback.
- Ability to manage working relationship with diverse public and private stakeholder is mandatory.
- Excellent analytical, negotiation, decision making and problem-solving skills.
- Preparing other reports as per project requirements (i.e., enrolment monitoring/employment monitoring/trade specific monitoring report).
- Operationalizing the process of results-based financing within the project by analysing data collected through different monitoring activities.
- Results orientated and strong research and reporting skills.
- Experience in operational planning, budgeting, and monitoring.
- Experience of working with local, national NGOs and INGOs will be an advantage.

Physical Demands

Field visits play a large part in the incumbent's activities; as such, it is expected that the incumbent is willing and able to take part in such activities as and when needed and sometimes within short notice.

Working Conditions and Environment

This will be applicable according to the Swisscontact Bangladesh Business Administration Manual.

Application details:

Please email your detailed CV along with a cover letter (elaborating your competencies for the position and expected salary) to bd.bmmdp@swisscontact.org addressing Head of Business Administration, Swisscontact Bangladesh.

Please mention the exact title of the position applied to in the "subject" line of your email. Applications must be submitted on or before **02 November 2023**.

Only short-listed candidates will be contacted for next step of the selection process.

Swisscontact is an equal opportunity employer.

For further information please visit

www.swisscontact.org/bangladesh