

Government of the People's Republic of Bangladesh
Ministry of Women and Children Affairs
PVHP Project
Bangladesh Shishu Academy, Doyel Chattar Sarak, Shahbag, Dhaka-1000

Memo no: MoWCA/PVHP/Recruitment/2025/04-20

Date -03/06/2025

Advertisement for Recruitment of Experts/Consultants

The Ministry of Women and Children Affairs (MoWCA), in collaboration with UNICEF Bangladesh, is implementing the project titled "**Prevention of Violence and Harmful Practices against Children and Women in Bangladesh (PVHP)**." To support effective implementation of the project, applications are now invited for the following positions on a contractual basis for the 12 months (Extendable based on yearly performance and funding availability up to project period).

Position with qualifications, experience and key functions are as following:

SL No	Position, number and Salary	Educational qualification	Experience	Key functions
01	Program Operation Expert Post- 1 (One) Salary: 220,000.00 BDT including VAT and Tax	Master's degree in social science, preferably in Development Studies, Gender Studies, women's Studies, or Early Childhood Development	Experience - Minimum 15 years of professional experience in project management, with at least 10 years in implementing child protection and development programs in partnership with government and UN systems. Technical Skills - Proficiency in project management software, data analysis tools, and familiarity with monitoring frameworks like Results-Based Management (RBM). - Advanced knowledge of financial management and report preparation. - Experience in data collection, monitoring, and reporting on project operations. Knowledge and Expertise - Deep understanding of harmful practices and violence prevention programs. - Familiarity with UN system especially UNICEF's program standards and tools. - Behavioral competencies: adaptability, resilience, problem-solving, and commitment to collaborative teamwork. - Expertise in rapport	1. Operational Management and Implementation: - Ensure effective implementation and oversee annual and quarterly details of operational plans in collaboration with project teams. Ensure the project management tools to monitor timelines and coordinate with finance teams to ensure resource allocation aligns with budget targets, promoting cost efficiency. - Coordinate with finance and procurement teams to manage project resources effectively, ensuring adherence to budget allocations, ensuring the submission of DCT and Liquidation timely, and optimizing cost efficiency. 2. Project Coordination and Support: - Act as the primary operational liaison between the Ministry of Women and Children Affairs (MoWCA), UNICEF, and other partners facilitating ministerial meetings, managing partner agreements, and setting up cross-sectoral coordination channels to streamline service delivery for target groups. - Ensure all project components are aligned with relevant laws and policies and integrated across relevant sectors, such as education, health, and social welfare, Ministry of Youth and Sports, and Ministry of Labour and Employment to streamline services provided to target groups.

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			building, networking, and liaising with partners and stakeholders at different levels. Additional Requirements • Strong organizational, problem-solving, and decision-making skills. • High ethical standards, including safeguarding, confidentiality, and child protection.	3. Logistical and Administrative Oversight: • Ensure logistics for field operations are organized, procured, and delivered to the field, including setting up training, workshops, and other community activities facilitated by the Child Protection Community hub. Ensure the provision of necessary materials, supplies, and transportation to field locations to support project activities and meet implementation timelines. 4. Monitoring and Reporting: • Ensure that the CRO and CPCHO are developing monthly work plans and support to prepare regular monthly progress reports based on the work plan, ensure the compilation of progress reports are submitted and compliance documentation and submit it to UNICEF, MoWCA, and other stakeholders, ensuring data accuracy and timely submission. 5. Risk Management and Compliance: • Identify operational risks and take mitigation measures to ensure the project is protected from potential issues that may hinder its success. • Ensure adherence to all organizational policies, including UNICEF's standards and procedures for program implementation and compliance with national regulations. 6. Capacity Building and Support for Field Teams: • Assist the PD with staff recruitment and ensure staff are deployed in convenient locations. Work closely with field teams, including Child Rights Officer and Child Protection Community Hub Organizers, to assess the need for training and provide training and capacity-building support. • Ensure that field teams have the skills, knowledge, and resources needed to effectively implement

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				project activities and engage target communities. Regularly evaluate field teams' performance and provide resources to address skill gaps. • Ensure the preparation of the performance development plan is carried out half-yearly and annual performance reviews provide necessary input and take action. 7. Stakeholder Communication and Collaboration: • Maintain regular communication with project stakeholders to align operational strategies with overall project goals. • Participate in project meetings, workshops, and other relevant forums to provide operational insights and updates. • Prepare presentation for PSC and PIC meeting and present the progress to the PSC and PIC 8. Evaluation and Continuous Improvement: • Ensure that the M & D expert develops a project monitoring framework and plan for regularly monitoring and evaluating project operations to identify areas for improvement and implement adjustments as needed. • Collect and share lessons learned to enhance the APC Project's operational efficiency and impact.
02	Monitoring & Documentation Expert Post- 1 (One) Salary: 200,000.00 BDT including VAT and Tax	Education: • Master's degree in social science preferably in Sociology, development studies economics, public administration, anthropology,	Experience: • At least 10 years of experience in the development sector of which a minimum of five (5) years of experience in monitoring and evaluation, results-based management, and project evaluation. • Experience designing M&E systems and conducting evaluations, particularly within the child protection or social development sectors.	1. Develop and Implement monitoring and evaluation framework: • Develop a detailed M&E framework with clear indicators, targets, and data collection methods aligned with project objectives and UNICEF guidelines. • Design M&E tools, surveys, and data collection instruments to track project activities, outputs, outcomes, and impacts. • Establish baseline data and set up systems for regular data collection, analysis, and reporting.

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		management, or any relevant discipline. Relevant certifications in M&E, data analysis, or project management (e.g., PMP, PRINCE 2) are highly preferred	- Strong preference will be given to candidates with prior experience in UN-funded projects or programs, particularly those implemented in collaboration with the government and UNICEF, focusing on child protection. Skills: - Advanced level of computer literacy and proven experience in the management of information systems. - Proficiency in advanced data visualization software (e.g., Power BI, Tableau) and statistical software is highly desirable - Excellent writing and analytical skills, particularly in drafting reports, concept notes, and other project-related documents. - Knowledge of Data Visualization - Knowledge of SPSS - Strong understanding of MS Word, Excel, and database management systems. - Excellent interpersonal and communication skills and ability to work in a team.	- Ensure the M&E framework aligns with the best international practices, including UNICEF's RBM (Results-Based Management) approach and SDG indicators. 2.Data Collection and Analysis: - Coordinate with project staff and stakeholders to collect and compile data on project progress and achievements. - Conduct data analysis, interpretation, and visualization to generate insights and recommendations for project improvement. - Establish and enforce rigorous quality control protocol for data collection, ensuring data integrity and consistency, accuracy, and reliability of M&E data through regular validation and verification exercises. - Generate actionable insights to inform project adjustments and policy decisions, fostering a proactive and adaptive program environment. 3.Reporting and Documentation: - Prepare timely and comprehensive M&E reports, including progress reports, quarterly updates, and annual reviews, for submission to MoWCA, UNICEF and other stakeholders. - Develop tailored reports for different audiences, including detailed M&E reports for donors and policy briefs for government stakeholders. - Document best practices, lessons learned, success stories, and challenges encountered during project implementation to facilitate knowledge sharing and organizational learning. - Continuously refining reporting processes to enhance efficiency and clarity in communicating project outcomes 4. Capacity Building and Learning: - Provide training and technical support to project staff, partners,

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				and beneficiaries on M&E concepts, tools, and methodologies. - Facilitate learning workshops, reflection sessions, and feedback mechanisms to promote a culture of continuous improvement and adaptive management. - Practice safeguarding policies and the PSEA (Protection from Sexual Exploitation and Abuse) Policy among team members, ensuring implementation of safeguarding standards in all activities. - Adhere to the safeguarding reporting protocol in the event of any reportable incident and actively promote compliance among others. - Collaborate with the Project central team to strengthen the overall strategy.
03	Financial Management Expert Post- 1 (One) Salary: 150,000.00 BDT including VAT and Tax	Masters in Accounting or MBA major in Finance.	Qualification and Skills Required: - At least 10 years of relevant experience in financial management including a minimum of 5 years' experience in a managerial position in UN and Government projects. - Experience in TAPP preparation and revision of the Project Documents is essential. - Experience in preparing reports on Government requirements, such as IMED, ERD, Planning Commission, and related ministries, is necessary. - Experience in Govt. Fund release system and utilization report preparation. - Experience in the HACT process is a must. - Advanced knowledge of software-based accounting systems like Application Software – End User, Project Monitoring Information Systems (PMIS), AMS	Key Responsibilities: - Prepare a strategic financial operational plan for the project including the annual and quarterly fund requirement and implementation plan. - Responsible for financial portfolio management with accountability, transparency, and honesty following the financial rules, and regulations aligning with government and UN System. - Play a key role in preparing and submitting Direct Cash Transfers (DCT) to UNICEF with fund estimation, projection, calculation, and requirements of the field with coordination of the PoE and PD. - Transfer the funds to the field based on the funds requirement and receive and follow up on the expenditure, coordinate with DWA officials for implementation and submission of expenditure report within the time frame. - Regularly monitor the progress of fund tracking, and fund utilization and provide technical support to prevent financial irregularities, and recommend PD and team for necessary action. - Organize monthly/bi-weekly and need-based meetings with the

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			etc. • Experience in financial report preparation of UN-funded projects. • Experiences in FAPAD and UNICEF Audit activities. • Updated knowledge on Income Tax and VAT rules and Public Procurement Rules (PPR 2008) • Advanced level Computer skills in MS Office and MS Excel. • First-rate analytical skills and proven knowledge of management principles. • Proven ability to develop and maintain effective working relationships with other team members and counterpart staff, with sensitivity, in a multicultural, multi-ethnic environment. • Excellent written and oral communication skills. Proven ability to express clearly and concisely ideas and concepts in written and oral form; specific skills in report writing and editing. • Strong preference will be given to candidates with prior experience in UN-funded projects or programs, particularly those implemented in collaboration with the government and UNICEF, focusing on child protection.	field team and explain the financial plan with the coordination of PoE and M & D Expert. • Organize and conduct training and orientation for the field staff and DWA officials when necessary. • Assist program staff in procuring goods and services, hiring training and workshop venues, and ensuring payment by following Government rules. • Provide technical and financial inputs in TAPP/RTAPP development including financial plan and template. • Maintain strong relationships with government ministries, UNICEF, and field teams for smooth financial management and implementation. • Support to process the salary of the related project personnel and maintain the internal expenditure control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted accurately with financial reconciliation. • Prepare draft budget, shadow budget, revised budget, cost sharing, and other financial and accounting reports. • Participate in training, meetings, and workshops organized by the Project and donor • Collect the expenditure from the field, compile it together, and prepare liquidation, with necessary checking and submission to UNICEF. • Support to prepare and maintain all financial records with adequate evidence and financial audit as per Government and UNICEF rules. • Staff benefits including travel allowance, DSA, and leave entitlement are recorded, processed, and managed effectively. • Maintain strong financial tracking with submission of DCTs and the fund received from donors and share the status of utilization with PoE, M&DE and PD along with

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				UNICEF. • Conduct field visits monthly to check the field on the financial management process and guide them for effective documentation, and financial management for future audits. • Provide financial and administrative support to the staff of the project. • Maintain periodic accounting records, delivery records, and make project transactions accurately and avoid gaps and irregularities and submit financial report. • Lead and maintain inventory of project assets and ensure assets are used in proper manners. • Develop procurement plans as per the project needs and ensure timely procurement of goods, services, and civil works. • Provide all sorts of administrative support to the project and ensure that Public Procurement Rules (PPR) and Public Procurement Act (PPA) guidelines are followed for the relevant procurement, and ensure vats and Taxes are maintained and submitted as per government rules. • Prepare monthly, quarterly, and yearly financial statements for the project and coordinate with UNICEF and the ministry. • Any other relevant tasks or responsibilities defined and assigned by the PD.
04	Planning Officer Salary: 200,000.00 BDT including VAT and Tax	Master's Degree in Business Administration/ Management/ Finance/Development Studies/ Foreign education or other related	Working Experiences: • At least 5 years' experience and expertise on program planning, designing, partnership, implementation, grant management, coordination, monitoring and	Planning and Coordination 1. Develop annual, quarterly, and monthly work plans for the project in alignment with its objectives and timeline. 2. Coordinate with the government stakeholders, and partner organizations to ensure synchronization of activities. 3. Facilitate workshops and meetings to align planning processes with project goals.

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		field.	evaluation especially child protection programing. • UN experience with relevant expertise with NOB is most preferable • Strong preference will be given to candidates with prior experience in UN-funded projects or programs, particularly those implemented in collaboration with the government and UNICEF, focusing on child protection.	4. Review the UNICEF RWP, different strategy note including budget and target beneficiaries 5. Make the alignment of the TAPP activities with RWP and CPD 6. Strategic planning and calculation to achieve the project targets beneficiaries. 7. Join in team meeting as required and contribute for strategic implementation, coordination for smooth operation. Monitoring and Reporting 1. Develop and maintain a tracking system to monitor the progress of planned activities. 2. Regularly review and update the work plans to reflect progress and changes in priorities. 3. Prepare detailed progress reports and planning updates for submission to senior management and donors. 4. Ensure that field activities comply with the project's key performance indicators (KPIs). 5. Visit different field/mission to see the progress and provide the mission report for further necessary action or initiatives. 6. Develop internal beneficiaries tracking sheet to monitor the progress. 7. Develop the program monitoring tools to have unique field level implementation and club functionality. Capacity Building 1. Train project staff on planning tools and processes to enhance their capacity for effective implementation. 2. Develop user-friendly templates and guidelines for planning and reporting. 3. Conduct workshops to share planning updates and address challenges. Risk Management 1. Identify potential risks that could affect the implementation of planned activities. 2. Propose and implement

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				mitigation strategies in collaboration with project stakeholders. 3. Ensure contingency planning is integrated into the project framework. Resource Allocation 1. Coordinate with the finance and procurement teams to ensure resources are allocated and utilized as per the work plan. 2. Assist in budget forecasting and ensure alignment with planned activities. 3. Monitor and report discrepancies in resource utilization. 4. Coordinate and support to submit funding request/DCT as per the plan is made. 5. Time to time review the DCT's following the standard and requirements. 6. Develop internal DCT tracking sheet aligning with budget allocation. 7. Estimate the tentative funding requirement following the quarterly work plan aligning with activities and budget. Stakeholder Communication and Collaboration: 1. Maintain regular communication with project stakeholders to align operational strategies with overall project goals. 2. Participate in project meetings, workshops, and other relevant forums to provide operational insights and updates. 3. Prepare presentation for PSC and PIC meeting and present the progress to the PSC and PIC
05	Associate Financial Consultant (AFC) Salary: 70,000.00 BDT including VAT and Tax	Master's degree, preferably MBA major in Finance.	Qualification and Skills Required: • At least 5 years of relevant experience in financial and administrative management • Experience in TAPP preparation and processing of Govt. Project. • Experience in report	Key Responsibilities: • Support to prepare a strategic financial operational plan for the project including the annual and quarterly fund requirement and implementation plan. • Support and prepare to submit Direct Cash Transfer (DCT) and liquidation for UNICEF. • Support to transfer the funds to the field based on the funds received and follow up the

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			preparation of Government requirements like IMED, ERD, Planning Commission, and related ministries. • Experience in Govt. Fund release system and utilization report preparation. • Experience in the HACT process is essential. • Advanced knowledge of software-based accounting systems like Application Software – End User, Project Monitoring Information Systems (PMIS), AMS etc. • Experience in report preparation of UN-funded projects. • Updated knowledge of Income Tax and VAT rules and Public Procurement Rules (PPR 2008) • Computer skills in MS Office and MS Excel. • Proven ability to develop and maintain effective working relationships with other team members and counterpart staff, with sensitivity, in a multicultural, multi-ethnic environment. • Computer skills, including internet navigation, and various office applications, required. • Strong preference will be given to candidates with prior experience in UN-funded projects or programs, particularly those implemented in collaboration with the government and UNICEF, focusing on child protection.	expenditure, coordinate with DWA officials for implementation and submission of expenditure report within the time frame. • Regularly monitor progress, fund tracking, fund utilization, and provide technical support to prevent financial irregularities and recommend to FME and POE. • Provide technical and financial inputs in TAPP/RTAPP development including financial plan and template. • Maintain strong relationships with relevant government agencies, UNICEF, and field teams for smooth implementation and operation. • Process the salary of the related project personnel and maintain the internal expenditure control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted accurately with financial reconciliation. • Assist to prepare draft budget, revised budget, and other financial and accounting reports. • Collect the expenditure from the field and prepare liquidation for sending to UNICEF. • Preparation and documentation of all financial records with adequate evidence and face financial audit as per government and UNICEF rules. • Support on maintaining travel allowance, DSA, and leave entitlement is recorded, processed, and managed effectively. • Support to maintain strong financial tracking with submission of DCTs and the fund received from donors and share the status of utilization with program POE, FME and PD along with UNICEF. • Conduct field visits monthly to check the field on the financial management process and guide them for effective documentation, and financial management for future audits. • Support to maintain periodic accounting records.

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				• Maintain inventory of project assets and ensure assets are used in proper manners. • Support to disburse funds to the field within the timeframe. • Support to develop a procurement plan as per the project's plan and ensure timely procurement of goods, services, and civil works. • Provide all sorts of administrative support to the project and ensure that Public Procurement Rules (PPR) and Public Procurement Act (PPA) guidelines are followed for the relevant procurement, and ensure vats and Taxes are maintained and submitted as per government rules. • Preparation of monthly, quarterly, and yearly financial statements for the project and coordinate with UNICEF and the ministry. • Any other relevant tasks or responsibilities defined by FME.

Terms and Conditions:

1. Qualified and eligible individuals are encouraged to apply with updated CV, 2 copy passport size photograph a cover letter with justifying suitability to the **Project Director, Prevention of Violence and Harmful Practices against Children and Women in Bangladesh**, Ministry of Women and Children Affairs, Bangladesh Shishu Academy Bhaban, Doyel Chattar Sarak, Shahbag, Dhaka-1000.
2. Applications must be submitted **in a sealed envelope written the name of the applied post on the top of the envelope** either **in person** or **by post** no later than **5:00 PM on 30 June 2025**.
3. **Maximum age limit** for applicants is **62 years as on 30 June, 2025**.
4. Applicants must include **relevant supporting documents** attesting to their **qualifications and professional experience** along with the application.
5. **Shortlisted candidates** will be invited for an interview at a date and time to be communicated by the project authority.
6. **Applicants currently employed** in government or other organizations must apply **through the proper channel**.
7. **Late or incomplete applications** will not be accepted under any circumstances.
8. The **duty station is Dhaka**, with **frequent field visits** required as part of the role.
9. No TA/DA will be provided for interview
10. The **authority reserves the right** to accept or reject any application without assigning any reason.


 03.06.2025
 Md Mahmudur Rahman Habib
 Joint Secretary
 (Officer in Charge, PVHP
 Project)
 &
 Member Secretary, Recruitment
 Committee