



## TERMS OF REFERENCE

### A. POST DETAILS

Post Title	:	Monitoring & Reporting Officer
Salary	:	47,000/-BDT
Project Name	:	WGEIE Project, RHDC
Project Duration	:	Joining date to February,2025

### B. Duties & Responsibilities:

Under supervision of the District Officer- WGEIE and technical guidance of the Programme Officer-M&E of ERRD-CHT, UNDP, the Monitoring & Reporting Officer will be responsible for internal planning, monitoring and reporting of all field level activities of the GAC funded WGEIE component.

- S/he will also be responsible for collecting data from Upazila, analyze data and prepare different reports.
- S/he will be based in the district with frequent monitoring visits to field other than data analysis and reporting.
- S/he will have to develop capacity of the project staffs in the area of M&E, reporting and take lead with guidance from his/her supervisor.
- S/he will have to extend his/her support to other team members in organizing training, workshop etc.
- S/he will regularly capture case studies, photos and share.
- S/he will support to prepare regular monthly/quarterly/annual reports for the project.
- S/he will support or take lead in the district during periodic result assessment, conduct FGDs, KIIs as required by the project.
- S/he will perform any other duties/assignments as and when required by the project.

### C. Qualifications

#### Education & Experience:

- Master's degree in Statistics/Economics/Social Science/ Development Studies or any other relevant field of study from a reputed University.
- A minimum of 3 years' experience as M&E Officer in the field of Monitoring & Evaluation.
- Prior experience working on similar projects (RHDC & SID-CHT,UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

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