



TERMS OF REFERENCE

A. POST DETAILS

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

B. Duties & Responsibilities:

Under supervision of the District Officer-CoRLIA and guidance of the Programme Officer-M&E of UNDP the **Monitoring & Reporting Officer** will be responsible for internal monitoring of all field level activities of CoRLIA component.

- S/he will also be responsible for establishing and maintaining an effective monitoring and reporting system for the Project.
- The M&RO will ensure the timely collection, analysis, and dissemination of project data to support project management, decision-making, and successful achievement of project goals.
- Develop and implement a Monitoring & Evaluation (M&E) framework for the project, aligned with the project goals, objectives, and indicators.
- Design data collection tools and methodologies, including surveys, interviews, and field data collection techniques.
- Oversee the collection of quantitative and qualitative data related to project activities, outputs, and outcomes.
- Manage and analyze collected data using appropriate software and statistical methods.
- Prepare regular progress reports (monthly, quarterly, and annually) on project implementation, including key achievements, challenges, and corrective actions.
- Prepare technical reports, as required, on specific aspects of the project, including data analysis and findings.
- Liaise with project stakeholders, including staff, partners, and beneficiaries, to facilitate data collection and ensure project compliance with reporting requirements.
- Contribute to the development of project communication materials (e.g., reports, presentations) to showcase project results and impacts.
- Maintain a comprehensive project knowledge management system to document lessons learned and best practices.
- Stay up-to-date on relevant climate change issues, monitoring & evaluation methodologies, and reporting standards.
- S/he will be based at district with frequent monitoring visits to field other than data analysis and reporting.
- S/he will have to develop the capacity of the project staffs in the area of M&E 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 or take lead in the district during periodic result assessment, conduct FGDs 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/Agriculture 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 for a development project.
- Demonstrated experience in data collection, analysis, and reporting.
- Strong understanding of climate change issues and project management principles.
- Excellent communication, writing, and presentation skills.
- Proficiency in data management and analysis software (e.g. MS Excel, SPSS).
- Ability to work independently and as part of a team.
- Experience working in a developing country context (desirable).
- 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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