

TERMS OF REFERENCE (TOR)
for
Field Monitoring & Documentation officer
Period: 9 month

Purpose of the position:

The Field Monitoring & Documentation Officer will be responsible for field level monitoring, provide raw information to CDMP, drafting reports, and facilitate appropriate stakeholders and project knowledge management to achieve results within the agreed timeframe. This will also include working/supporting closely with local EE, AE & SAE of DPHE and senior managers to conduct visits document success stories: lead analysis of field experience to derive lessons learned; and share best practices.

Scope of Work :

- Support & assist and train project staff in documenting process of implementation.
- Provide the point of contact for information from DPHE and other sources being disseminated to program staff to contribute towards and influence all phases of the project cycle.
- Monitor and facilitate programme progress to ensure compliance with NEX rules and highlight areas of insufficient compliance to Senior Management.
- Conduct monitoring visits to field locations and provide capacity building and training for field staff on reporting and donor compliance issues.
- Organize and schedule all aspects of project management with TWG for reporting, internal checklists, evaluations & audits- in order to facilitate timely submission of proposals, Reports modifications and extension requests.
- Coordinate all internal reporting and responses for this project to other sections of DPHE including CDMP.
- Ensure efficient receipt and dissemination of information arriving into the programme e.g from CDMP and actively seek information on relevant issues.
- Facilitate, participate in and document project reviews and evaluations and ensure learning is understood and disseminated to field and head office based stakeholders.
- Write regular updates/reports for CDMP as and when request.
- Write case studies and success stories from field project work.
- Ensure project visibility at different level.
- Active liaison with those forces on Disaster Management of union, upazila & district and feedback.

Qualifications:

- Graduation or equivalent qualification in Sociology/Sanitary/Water Supply/Civil Engineer/MPH or other relevant subject.
- At least 5 years experience in reporting documentation/monitoring or similar activities with NGOs or Government project and have proven knowledge on Logical Framework.
- Proven ability to develop reports both qualitative and quantitative.
- Experience in conveying stories and case studies to external audiences in an appropriate and timely manner.
- Sector experience in WASH (water/sanitation/hygiene), disaster risk reduction, CCA and emergency response.
- Experience in project implementation followed by NEX manual.

Skills/ Abilities

- Excellent English language, written and verbal communication skills.
- Excellent organizational capacity and drive to achieve result.
- Skilled on Microsoft Word, Excel, Power Point and Outlook skills
- Proven ability to be flexible in demanding situations.
- Problem solving skills, ability to learn quickly
- Negotiation and representation skills.
- Ability to lead and facilitate team
- Strong interpersonal and team skills.

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Deliverables:

- Inception Report within 15 days of signing contract-5 copies.
- Monthly Report within first week of the next month-3 copies.
- Draft Final Report at the end of the 5th month- 5 copies
- Final Report- 10 copies.

Mode of payment:

- Payment will be given in cash.
- 30% of payment will be given within 15 days after acceptance of Inception Report.
- 30% of payment will be given within 15 days after acceptance of 3rd Monthly Report.
- Rest 40% of Payment will be given within 15 days after acceptance of Final Report.

Md. Abdul Monnaf
30.4.14
(Md. Abdul Monnaf)
Executive Engineer
DPHE, Store Division

Mossain
30.4.14

Md. Abdul Monnaf
30/4/14