Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation
• A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

• A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

• A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
Job Profile

Responsible to: Project manager
Grade: F
Line Manages: None
Location: Khulna (Project Regional Office)
Nature of Contract: Fixed term until June 2024
Financial Scope: None
Travel: Regular travel to Dhaka, Dacope, and field locations

About the Role

The overall responsibility of the MEAL Sr Officer is to develop and efficiently implement MEAL plan for the project and provides real time feedback to the project manager and other technical specialists.

Job Functions and Responsibilities

- S/he will report to the Project Manager and work closely with MEAL Manager and other technical staff members for designing, testing and finalizing MEAL plan, different tools and methodologies relevant for climate vulnerability and resilience measurement, technology promotion, livelihoods resilience and NbS approaches
- Provide required support for establishing effective MEAL system across the interventions/technologies being promoted and ensure regular functioning of the system
- Develop common and specific indicators relevant to NbS, climate resilience, ecosystem resilience and different livelihood options for impact measurement framework
- Coordinate in measuring most significant changes, biggest impact, assessing success and failure of a project, analyzing our investment efficiency and replicability of actions
- Support program delivery team and thematic team in developing new projects, writing quality reports, strategic business plan, etc.
- Maintain regular coordination with respective team in PA and respective stakeholders related to MEAL and fund raising;
- Maintain close coordination with technical advisor, project technical specialists and community groups for successful implementation of MEAL plan;
- Support partners to ensure standard MEAL system and staff capacity building;
- Contribute in building team capacities related to MEAL, participatory action research, various approaches of measuring change and evaluating projects.
- Track achievements of outputs and outcomes through result-based monitoring and different assessments to measure efficiency, effectiveness, impact and find out limitation & challenges and learning of the project.
- Support MEL team to establish a functioning accountability mechanism, and ensure closing the loop of all feedback, especially from ecology based adaptation (EbA) and regenerative agriculture point of view.

- Support the consortium MEL team to conduct baseline, mid-line and end line survey and evaluations, scoping study, process and periodical monitoring assessment tools and checklists from regenerative agriculture point of view.

- Ensure real-time monitoring data inputs on natural resource management (NRM), EbA.
- and regenerative agriculture so as to provide clear direction to reflect and improve consortium’s performance in these aspects.

- Provide inputs to consortium’s learning and knowledge products from NRM, EbA and regenerative agriculture perspectives.
- Conduct routine monitoring visit and provide feedback to the respective management in order to improve the implementation quality of the project.

**Person Profile**

To be successful in the role, the ideal candidate will be able to demonstrate:

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<th>EXPERIENCE &amp; KNOWLEDGE</th>
<th>- At least 5 years of working experience in relevant field, especially in MEL, MIS, research in the development sector.</th>
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<td>- Good English writing, analytical and communication skills.</td>
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<td></td>
<td>- Must have good English writing, analytical, communication, and report writing skills.</td>
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<td>- Professional training in agriculture/livelihoods, climate change resilience, NbS, ecosystem based resilience, natural resource management are plus.</td>
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<td>- Working experience in the coastal ecosystem is a plus</td>
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<td>- Strong knowledge on data management, data quality assurance, data analysis and archiving.</td>
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<td>- Excellent facilitation, coordination, team management, reporting and presentation skill</td>
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<td>- Good knowledge on qualitative and quantitative research/study methodologies and tools.</td>
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<td>- Knowledge on information-flow management, digital data collection tools i.e. KoBo Toolbox</td>
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<td>- Practical knowledge and skill to developing journal article following proper standards.</td>
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<td>- Knowledge in geographic information system (GIS), STATA and advanced level statistical data analysis.</td>
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<th>BEHAVIOURS &amp; MOTIVATIONS</th>
<th>- Good communication, negotiation and problem-solving capacities.</th>
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<td>- Ability to manage stress, multi-task and take decisions.</td>
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<td>- Proficient in computer application: Excel, GIS, STATA and advanced level statistical analysis.</td>
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<td>- Good ability to work with a virtual cross-functional team.</td>
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- Willing and able to travel independently outside station and prepare trip report.
- Pro-active and participatory decision-making and problem-solving;
- Leadership and results oriented.
- Flexibility and good understanding on human centric innovation
- Adaptive thinking and a strong, critical mindset.
- Strong advocate for climate action, climate and social justice.
- Strong advocate for climate action, climate resilience and social justice.
- Ability to manage multiple tasks and working with diverse team related to MIS, MEL and research.
- Ability to work and lead a multi-cultural team and meeting deadlines.

QUALIFICATIONS

- Masters in statistics, population science, anthropology, environmental science or relevant discipline with good academic records.

Line Manager

Date:

Employee

Date: