

# Terms of Reference

**Position:** Research, Monitoring, Evaluation and Learning (RMEL) Officer

**Position Type:** Long Term Consultant (daily rate basis)

**Duration:** June 2026 – October 2027 (maximum 312 working days)

**Reports to:** Team Leader

**Location:** Dhaka, Bangladesh

## About the Project

The project “*E-effective Governance: Accelerating E-Government and Digital Public Services in Bangladesh*” is funded by the European Union and implemented by the British Council and the e-Governance Academy (eGA). The project aims to enhance transparency, responsiveness, integrity, and accountability of public services in Bangladesh, with a focus on improving digital public services and ensuring inclusion of underserved populations.

## Purpose of the Position

The RMEL Officer will support the implementation of the project’s Monitoring, Evaluation and Learning (MEL) system under Component 3. The role focuses on **operational delivery, coordination, documentation, and reporting**, ensuring that data, learning, and evidence are systematically collected, organised, and used to inform project implementation and communication.

The RMEL Officer will work closely with the project team, short-term MEL advisors, and external data collection firms to ensure high-quality data management, effective coordination, and timely documentation of results and lessons learned.

## Accountabilities, Responsibilities and Main Duties

### 1. MEL implementation and data management

- Support implementation of the project MEL framework, including tracking progress against the logframe indicators.
- Maintain and update datasets, ensuring accuracy, completeness, and consistency
- Compile and organise data from multiple sources (project activities, partners, and external firms).
- Conduct basic data analysis and prepare summaries to inform internal decision-making.

### 2. Coordination of data collection and MEL activities

- Coordinate with external data collection firms to ensure timely and quality delivery of surveys and studies.
- Liaise with short-term MEL advisors to support implementation of methodologies and tools.
- Coordinate with Component 3 team members to ensure data collection is aligned with planned activities.
- Track MEL-related deliverables and follow up with relevant stakeholders.

### **3. Documentation, knowledge management and learning**

- Develop case studies, success stories, and lessons learned from project activities (e.g. BDRIS, DGHS services, district-level interventions)
- Document key findings from field activities, consultations, and service improvements
- Maintain a structured and accessible repository of project documents, data, and learning materials
- Support the synthesis of insights to inform project adaptation and policy dialogue

### **4. Reporting and written outputs**

- Draft and contribute to project reports, including annual reports, progress reports, and donor updates
- Prepare high-quality event reports for workshops, consultations, and policy dialogues
- Consolidate inputs from different team members into coherent and structured outputs
- Ensure consistency, clarity, and alignment with EU reporting requirements

### **5. Data quality assurance**

- Support quality assurance of data collected through internal and external sources
- Identify inconsistencies or gaps in data and flag issues for follow-up
- Ensure proper documentation of data sources and methodologies

### **6. Support to communication and visibility**

- Collaborate with the communications team to translate MEL findings into accessible content
- Provide inputs for communication materials based on evidence and project results
- Ensure documentation aligns with EU visibility and reporting requirements

## **Key Competencies**

### **Minimum Requirements**

- Bachelor's or Master's degree in social sciences, development studies, statistics, or a related field
- 5–7 years of relevant experience in monitoring, evaluation, research, or project support roles
- Experience supporting MEL implementation, data collection, and reporting in donor-funded projects
- Strong analytical and organisational skills, with attention to detail
- Proven ability to manage and organise large volumes of information and data
- Strong writing skills in English, including experience drafting reports and documentation
- Ability to coordinate with multiple stakeholders and manage competing priorities
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams)

### **Desired Requirements**

- Experience working on EU-funded projects and familiarity with EU reporting requirements
- Experience coordinating with external research or data collection firms

- Knowledge of governance, digital public services, or public sector reform in Bangladesh
- Familiarity with data visualisation tools (e.g. Power BI, Tableau)
- Experience working with government agencies and local stakeholders

## **How to Apply**

Interested candidates are invited to submit:

- A motivation letter explaining suitability for the role
- An updated CV
- A sample of unedited (not a published article) writing in English
- Please ensure to mark the subject line as “**E-Governance: Application for RMEL Officer**”
- Applications should be sent to: [recruitment.nfe@britishcouncil.org](mailto:recruitment.nfe@britishcouncil.org)

**Application deadline:** May 20, 2026

*Only shortlisted candidates will be contacted.*