

TERMS OF REFERENCE

Title	Monitoring and Results Measurement (MRM) Lead
Objective	Leader of Sudokkho's MRM workstream, within senior management team
Time	Full-time position
Period	October 2017 to 31 March 2019
Location	Dhaka (Bangladesh) with regular field work throughout Bangladesh at sites owned and operated by partner organisations and other stakeholders
Reports to	The MRM Lead will report directly to the Team Leader, and maintain close relations to the Project Manager, Project Director and M&E team in Palladium's London office.

Background of Sudokkho

Sudokkho (formerly known as the Skills and Employment Programme in Bangladesh) is a £21 million, 5-year skills training and employment programme, funded by UK DFID and SDG.

The programme seeks to test and scale-up market-driven, quality skills training systems within the Readymade Garments (RMG) and Construction sectors that will stimulate further investment in training by trainees, private training providers and employers. The programme's target is that 100,000 poor people, including women and disadvantage populations, will earn increased income in skilled or semi-skilled jobs after successful completion of training.

The programme supports Private Training Providers (PTPs) and Industry-based training initiatives (supply-side stimulation), and raises awareness about the value of skills development among the trainees and industry (demand-side stimulation).

Sudokkho builds upon the TVET reform agenda in co-ordination with the Directorate of Technical Education (DTE) of the Ministry of Education (MoE). The Government of Bangladesh (GoB) supports initiatives that facilitate greater involvement of the private sector to ensure skills training is relevant and of high quality, thereby increasing post-training employment opportunities, as stipulated in the National Skills Development Policy 2011. The programme strengthens the institutional capacity and supports key functions of the Industry Skills Councils (ISC) in the concerned sectors and supports capacity building of national training consultancy service providers (TCSP) to sustain a long-term development process.

Further information is available on www.sudokkho.org

Sudokkho is implemented by Palladium, in consortium with the British Council and Swisscontact. Within the implementing consortium, the British Council will contract the **Monitoring and Results Measurement (MRM) Lead**.

Key duties and tasks

The MRM Lead will undertake the following tasks:

- Develop, test and roll-out a Sudokkho-tailored and DCED-compliant MRM system; this includes reviewing and improving the existing MRM strategy, result chains and measurement plans and all qualitative and quantitative MRM tools
- Enhance learning across the programme team by driving the process of quarterly evidence reviews and provide expert inputs which feed into reporting (3 quarterly reports and an Annual report). Provide leadership ahead of, during and post DFID Annual Reviews.
- Lead assessment surveys that capture direct and indirect programme impact
- Provide quality assurance for the MRM system and data collection activities
- Work closely with the team leader and coordinate M&E-related tasks across the whole Sudokkho team
- Build up the team's capacity to integrate MRM functions in the staff's routine work with a view to influencing strategic decisions based on evidence
- Line manage MRM officers and ensure clear accountability and responsibilities
- Represent Sudokkho to the client and manage the client relationship and expectations.
- The TOR is subject to change/modification depending on the need of the programme.

Other

During the scope of implementation of Sudokkho, additional tasks may emerge for which the programme takes responsibility; In the event that the MRM Lead is considered most suitable among the entire programme staff for taking up these tasks, and if workload permits, the Team Leader may assign these additional tasks to MRM.

Time schedule

The MRM is a full time position throughout the implementation phase of the programme, planned until 31 March 2019, and based on 220 working days per calendar year.

The MRM will follow the work schedule as laid down in the Sudokkho operations manual, based on a five-day working week, but considering irregular work when required.

Key Performance Indicators

The KPIs will be defined and agreed upon every six months, based on the following:

- Meeting output-level targets relevant to assigned tasks and responsibilities and as formulated in subsequent annual plans of operation;
- Full compliance with the Sudokkho strategies on MRM;
- Full compliance with all planning, monitoring, results measurement and reporting tasks;
- Full compliance with the guidelines of the Sudokkho operational manual.

Profile/requirements of the consultant

The MRM Lead should meet the following specifications:

- At least 5 years of relevant experience supporting monitoring and evaluation systems
- At least 10 years of experience working on innovative Private Sector Development and/or Market Systems Development projects
- Demonstrated ability to lead learning on innovative development programmes. Can provide substantial evidence of how have contributed to the development and management of MRM/M&E systems and have used results management to make management decisions and how to continually validating and revising programme logic models
- Demonstrated ability to both line manage a team of M&E professionals and mainstream monitoring, evaluation and learning through wider programme teams
- Excellent communication and representation skills, both internally and to external clients.
- Strong communication skills in English and Bengali (written and verbal)
- Ability to work to deadlines and under significant professional pressure
- Excellent computer competence including spreadsheets, databases and word processing suites
- Strong interpersonal and report writing skills and flexibility.
- Bangladeshi national is preferred.

Contracting Arrangements

The successful candidate shall be appointed on a fixed term consultant contract to 31 March 2019 by the British Council and shall undergo a probation period of six months and his/her performance shall be evaluated prior to the confirmation of the full term of the contract. The consultant will report to British Council for any contractual matter. The fee rate for the consultant shall be negotiated with the British Council and dependent on the candidate's qualifications and experience.

This work will be contracted by the British Council through a consultancy contract. The ToR is subject to modifications as per project need. Only shortlisted applicants will be contacted and called for interview. We will only shortlist applications submitted technical and financial proposal along with the CVs of the team members. **No hard copies of the application will be accepted.**

Recruitment Schedule

Closing Date 3 October 2017

How to Apply

To apply, please send your detailed CV along with a covering letter to the following email address dhaka.recruitment@britishcouncil.org . Please mark in the subject line **'Monitoring and Results Measurement (MRM) Lead'**