

JD of Manager M&E

Position Title: Manager M&E

Reportable to: District Coordinator

Project : DoS/FHI360 -Epic Project.

Responsibilities & Context

- **Report To:** Project Coordinator
- RIC was established as a non-government organization in 1981; however, it was registered with the government regulatory authority in 1982. RIC has established a solid reputation based on achieving tangible development outcomes. Empowering target groups through institution building (Women, Adolescent, Young and Older People), Food and Livelihood security, Environmental development through awareness raising, plantation and sanitation programmes, Health and Nutrition services; Formal and non-formal education to underprivileged children, human resource development through skill development training, response during humanitarian crisis; natural disaster preparedness, emergency disaster response and service delivery DRR, climate change adaptation, policy advocacy and Income generation support through micro-credit operations
- Over the past **40 years**, RIC has successfully implemented multiple donor-funded projects in partnership with government ministries, UN agencies, international development partners, and local civil society organizations in the development sector mentioned above.
- This position is dependent upon funding from FHI360 and the Department of State.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the US Government and the US President's Emergency Plan for AIDS Relief (PEPFAR), that provides strategic technical assistance and direct service delivery to strengthen GHS, including outbreak response; improve maternal and child health (MCH), and promote health systems strengthening (HSS) including supply chain management.

Position Summary:

The Manager M&E will provide comprehensive support to the EpiC Bangladesh project, working across technical, administrative, and operational components at the district. Reporting to the Project Coordinator. S/He will spend at least 70% of their time supporting field implementation at the District and Upazila level.

The position will be based in the District Project Office and will provide comprehensive support to the EpiC Bangladesh project implementation of MIS, eMIS, eLMIS, other information systems,

provide technical assistance to the GOB and technical partner in using MIS tools, protocols, DQA, and the use of data for decision making. S/he will also assist in organizing district-level seminars, workshops, and training programs, and provide technical assistance on routine procurement planning, distribution, and stock management of the Government and NGOs.

He/She will act as the key implementer of district HMIS, eMIS, LMIS, and HRIS. H/She has to work closely with all key government focal points of HMIS at the district and upazila levels. This position will directly support the district and upazila managers of DGFP and DGHS for the use of data in planning, monitoring, and decision-making. H/She will build the capacity of HMIS focal persons of DGFP and DGHS at the district and upazila level for troubleshooting of eMIS, data quality improvement, and training. Close collaboration with LMIS and HRIS focal persons at the district and upazilla in addition to HMIS focal persons, focal persons of NGO and Private Clinics' MIS is essential. His/her time allocation will be 80% for field visits at the districts and upazila.

MIS implementation

- Lead for district and upazila MIS implementation with the direction of Mgr-MIS from the region and Consultant MIS from the national level
- Closely work with district and upazila statisticians and assign UFPAs for MIS of DGFP to ensure collection, compilation, and upload of routine HMIS, eLMIS, and HRIS reports in time
- According to the district work plan, ensure the accomplishments and reporting of all MIS-related activities within the stipulated timeline
- Take the lead to implement eMIS by coordinating relevant persons, managing and providing training on eMIS, establishing a system of day-to-day troubleshooting and reporting
- Lead the conduct of different assessments and surveys as prescribed from the regional/national level, monitor and check the quality of collected data by a systematic way
- Actively participate and provide input to improve the performance review process at district and upazila levels, e.g., monthly meeting at DC Office, CS office, DDFP office, and upazila monthly performance review meeting. Need to ensure documentation of key decisions in signed meeting minutes as a means of verification
- Assist in and build the capacity of staff for MIS implementation at the upazila level

Data analysis and reporting

- Compile, process, analyses, prepare a report, and submit to the national level monthly, quarterly, and yearly within the stipulated timeline
- Ensure collection of reports from upazila and compile for customized analysis as per project priority indicators and requirements from district managers of both GoB and the project
- Ensure flawless functionality of designed MIS operations so that all reports are timely and completely submitted into the system

- Track and update the performance MEL indicators as per the MEL plan by level of disaggregation and send them to the region/country office within the stipulated timeline to prepare a project compiled report in each quarter
- Analyze routine data and share with the district team for review of performances
- Assist thematic team members through supplying data for thematic report generation
- Ensure the Training report is timely for each ToT/training/refreshers/orientation

Monitoring and Assessment

- Develop a monitoring tool and conduct an assessment of an online platform, e.g., Kobo toolbox
- Develop a district dashboard for performance monitoring. Identify low coverage and share with the team so that actions can be taken based on the monitoring dashboard.
- Routinely update indicator tracking tools for the project and share with the team

Quality of data

- Develop a mechanism for routine data quality assessment. Conduct DQA as per the plan and document the findings, actions, and follow-up of DQA
- Develop a mechanism to compare data quality between routine MIS and eMIS data and reporting. Address any inconsistency.
- Conduct DQA jointly with the representatives from DGFP and DGHS at the district and upazila level
- Systematically assess the quality of reported data generated from different assessments and surveys

Collaboration

- Strong coordination needs to be maintained with the district and upazila level HMIS point person of DGFP, DGHS, and the LMIS team
- Activities should be performed in a coordinated manner with the close collaboration of DGHS and DGFP at the district and upazila level
- Besides government also works with NGOs and Private clinics to strengthen their MIS and reporting
- Maintain communication and coordination with the regional and national MIS team for overall guidance and directives
- Coordinate with the project thematic team and support them to prepare data-driven monthly, quarterly, and annual reports.

Use of data

- Play a key role in ensuring the use of data for planning and decision-making by the district and upazila managers of MoH&FW, as well as the project team
- Take the lead to develop a dashboard at the district and upazila level as per the requirement of the managers, which should be in alignment with HPNSP indicators and other critical indicators

- Provide assistance and technical support to the district and upazila managers for data-driven performance review, monthly, and quarterly

Data analysis and reporting

- Compile, process, analyse, prepare a report, and submit to the national level monthly, quarterly, and yearly within the stipulated timeline
- Ensure collection of reports from upazila and compile for customized analysis as per project priority indicators and requirements from district managers of both GoB and the project
- Ensure flawless functionality of designed MIS operations so that all reports are timely and completely submitted into the system
- Track and update the performance MEL indicators as per the MEL plan by level of disaggregation and send it to the region/country office within the stipulated timeline to prepare a project compiled report in each quarter
- Analyze routine data and share with the district team for review of performances
- Assist thematic team members through supplying data for thematic report generation
- Ensure the Training report is timely for each ToT/training/refreshers/orientation

Monitoring and Assessment

- Develop a monitoring tool and conduct an assessment in an online platform, e.g. Kobo Toolbox
- Directly engage with the implementation of OpenMRS in facilities
- Develop a district dashboard for performance monitoring. Identify areas of low coverage and share the information with the team so that actions can be taken based on the monitoring dashboard.
- Routinely update indicator tracking tools for the project and share with the team

Quality of data

- Develop a mechanism for routine data quality assessment. Conduct DQA as per the plan and document the findings, actions, and follow-up of DQA
- Develop a mechanism to compare data quality between routine MIS and eMIS data and reporting. Address if any inconsistencies
- Conduct DQA jointly with the representatives from DGFP and DGHS at the district and upazila level
- Systematically assess the quality of reported data generated from different assessments and surveys

Conduction of assessment

- Lead for the conduction/implementation of different assessments, e.g., health facility assessment, Quality of care assessment, data quality assessment, operational research, learning documentation, case studies, and success stories at your district.
- Assist the Project staff in the conduct of project-initiated assessment.

- Provide training/orientation to the staff and data collectors on assessment tools and methods
- Provide distinct support for a population-based survey or any external assessment as per the requirement

Use of tools and methods

- Use prescribed tools and methods for routine monitoring and assessments
- Develop customized tools for data collection or self-monitoring purposes or as per program requirements
- Collect all facility and relevant features' GPS coordinates for use

Budgeting and Planning

- Prepare a work plan for MIS/eMIS, set milestones, break down and track the work plan to make it done on time. Follow up as and when needed to accomplish the activities in time.
- Prepare the MIS budget and break it down. Track the budget and follow up routinely.

Collaboration:

- builds and maintains effective relationships with their team, colleagues, Members, and technical partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates the highest levels of integrity.
- Ready to work to respond to any natural disaster or emergency anywhere in Bangladesh.

Working Conditions

About 70% travel in and around the district and upazila area.

Reporting line:

- **Administrative:** Project Coordinator.
- **Technical:** District Coordinator, Manager M&E (FHI 360). and Senior Manager (Improve quality and GHS), RIC.