

Terms of Reference (TOR) of
MIS and Documentation Officer

People’s Oriented Program Implementation (POPI) is going to implement a sub-project titled ‘**Promoting sustainable growth in leather products manufacturing sub sector through RECP practices**’ as part of the ‘Sustainable Microenterprise and Resilient Transformation (SMART)’Project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Leather Products (shoe making) sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and People’s Oriented Program Implementation (POPI)

2.0 Sub-project Objectives

1. To promote the adoption of RECP practices.
2. To increase technical knowledge and capacity of MEs for producing diversified leather product.
3. To introduce modern machineries and technologies in the cluster for improved production.
4. To expand circular economic activities in the field.

3.0 Sub-project Working Areas

The sub-project will cover Kishoreganj and Brahmanbaria district.

4.0 Duration

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

5.0 Duties and Responsibilities

The ‘MIS and Documentation Officer’ will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

Monitoring, Data Collection and Record Keeping

- Ensure that the baseline study and final evaluation of the sub-project level is completed smoothly and effectively;
- Monitor the implementation of project-level activities by visiting the fields frequently;
- Conduct field-level and real-time data collection maintaining consistent data collection standards/guidelines and/or protocols;
- Ensure proper record keeping of data and provide required support to team members during Resource-Efficient and Cleaner Production (RECP) screening/ profiling and filling up the MIS reporting templates/forms;
- Proper archiving/ preservation of collected data to meet the periodic data needs;

Data Verification, Entry and Cleaning

- Verify the authenticity and validity of the collected data by cross-checking with other records and re-visiting project participants;
- Implement the real-time data collection using tab/mobile applications;
- Input verified data into relevant databases or software systems;
- Perform data cleaning to remove duplications, errors, or inconsistencies;
- Ensure that the integrity of data is maintained throughout the entry process;

MIS Reporting and Documentation

- Maintain organized and accessible records of all data and activities;
- Assist Project Manager to prepare monthly/quarterly/yearly project progress report;
- Document and inform the team members on the anticipated procedural challenges and changes regarding data management;
- Ensure that all the documentations are up-to-date and well aligned with organizational policies, regulations and guidelines;
- Capture key lessons, document best practices and case stories;
- Assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.

Other Responsibilities

- Maintain liaison and coordination with PKSf regarding monitoring, evaluation, reporting, and documentation as well as make extensive field visits on a regular basis;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the organization.

6.0 Academic Qualifications

- The candidate should possess Bachelor (Hons.) and Master's degree in Social Science/ Development Studies/ Statistics from a UGC-approved university.

7.0 Working Experience

- The candidate should have a minimum of three (3) years of work experience in monitoring and evaluation/ MIS and documentation in a development organization that works in Bangladesh.
- Candidate having relevant experience of working in donor-funded projects would be preferred.
- Experience of working in enterprise development related projects will be an added advantage.

8.0 Knowledge and Skills

- Strong technical knowledge in reporting through online-based management information system;
- Excellent competency in working with MS Office packages;
- Excellent competency in performing data collection using paperless technologies like Open Data Kits/ KoboToolbox;
- Strong analytical capacity using SPSS/ STATA would be an added advantage;

- Good interpersonal and communication skills.

9.0 Age Limit

- Maximum 35 years of age on the last date of application.

10.0 Salary and Allowances

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Closing date: 22 March 2025