

Vacancy Announcement : Monitoring, Evaluation and Learning (MEL) Officer

About ICCCAD

The International Centre for Climate Change and Development (ICCCAD) is one of the leading research and capacity building organizations working on climate change and development, since 2009, in Bangladesh. ICCCAD aims to be a world-class institution that promotes local knowledge, action-based research and vast experience of the countries that are most affected by climate change. ICCCAD prioritizes evidence-based advocacy, needs-based capacity building, meaningful networks and partnerships to promote climate change adaptation strategies of the climate victims from both Global South and North.

Project Overview

PARIBARTAN is a 4.5-year project (2022-2027) called “Participatory Action Research on locally led Iterative Learning and Inclusive Business Models for Adaptive Transformation in Bangladesh Polders.” Supported by the Australian Centre for International Agricultural Research (ACIAR), this project will respond to the climatic and social challenges faced by farmers by using participatory action and bottom-up research processes to collaboratively design, demonstrate, test, and refine a range of locally-led adaptation approaches that are hypothesized to be more viable and sustainable given the complex and dynamic social-ecological landscape encountered within polders. Paribartan is being led by the International Maize and Wheat Improvement Centre (CIMMYT) in partnership with the International Centre for Climate Change and Development (ICCCAD) and Shushilan. This project will mainly focus on two different polder areas in Bangladesh; Amtali, Barguna, and Bhatiaghata, Khulna to support the objectives and understand the potential for scaling out.

Duties and Responsibilities

The MEL Officer is expected to perform the following tasks:

1. Develop and implement a monitoring and evaluation (M&E) system for the organization, including data collection and analysis procedures, monitoring indicators, and reporting formats.
2. Coordinate with project managers and other staff to ensure that data is collected, analyzed, and reported in a timely and accurate manner.
3. Ensure that M&E data is used to inform program and project design, implementation, and evaluation.
4. Develop and maintain a database for storing and analyzing M&E data.
5. Develop and conduct training on M&E for staff and partners.
6. Conduct regular monitoring and evaluations of programs and projects and provide recommendations for improvement.
7. Prepare and disseminate reports on program and project progress, impact, and lessons learned.
8. Build and maintain relationships with external partners, including funding agencies, to ensure compliance with donor reporting requirements.
9. Lead the development of M&E frameworks, plans, and tools for new projects and initiatives.
10. Participate in any other quantitative and qualitative data collection, management, analysis, and interpretation exercises as needed.

11. Following new technologies and technical trends, research the technologies that are applicable and beneficial to the organization and develop the system.

Additional services related to his/her competencies and expertise, in line with the duties and responsibilities section, may be required as per the modalities of the project.

Qualifications

- Master's degree in economics, sociology, environmental studies, international development, management, governance or other related fields. (Preferred)
- Bachelor's degree in economics, sociology, governance, environmental studies, international development, management, or other related fields may also be considered. (Mandatory)
- At least 2-3 years of proven experience in monitoring, evaluation, and learning within the development sector, national/international NGOs or with academic/research institutes.
- Strong understanding of climate change and its impacts on communities with a good understanding of disaster management in South Asia/ Bangladesh, including field experience.
- Substantial policy experience dealing with MEL practices is desired. Experience in the Bangladesh context would be an added advantage.
- Proficiency in quantitative and qualitative research methods.
- Advanced proficiency in computer usage, including experience with data analysis software (e.g. SPSS, Stata, R) and data visualization tools.
- Excellent knowledge of MEL concepts, tools, and best practices.
- Fluency in English both spoken and written.

Job Duration: Initially full-time contract of 1 year (40 hours/week), with the possibility of extension based on performance.

Job Location: Dhaka, with frequent field visits around the country as per the project requirement.

Salary: Monthly gross salary and other benefits as per organization policy.

Reporting line: Project Manager/ Line Manager of Paribartan Project at ICCCAD

Application Process: Potential candidates meeting the above requirements are requested to email their resumes and cover letters (no more than 3 paragraphs) to recruitment@icccad.org. Please mention the position in the subject line of your email.

**ICCCAD is committed to ensuring equal employment opportunities for all individuals, regardless of their gender, religion, race, ethnic background, language, or disability status. The organization strives to promote equality of opportunity across all genders. The organization maintains a zero-tolerance policy towards all forms of harassment, and all team members are expected to always uphold a respectful and inclusive working environment.*

Application Deadline: 15 August 2025