

JOB DESCRIPTION: Knowledge Management, Monitoring and Evaluation Associate

Job Context

1. Job Title	Knowledge Management, Monitoring and Evaluation Associate
2. Job Location	AVC Dhaka Office
3. Supervisor	Knowledge Management, Monitoring and Evaluation Manager
4. Supervisee	N/A

Purpose Description

DAI, an international consulting firm based in the United States, is currently accepting applications from candidates for a Knowledge Management Associate position to support the U.S. Agency for International Development (USAID) Agricultural Value Chains Project in Bangladesh (AVC). To ensure improved food security in Bangladesh, AVC is working with local businesses and organizations to strengthen agriculture value chains in Feed the Future (FtF) regions of Bangladesh. The goal of this project will be achieved through broad-based economic governance, which enhances long-term food security by applying a market systems approach. The project will target 20 districts comprising the Southern Delta.

Knowledge Management, Monitoring and Evaluation Associate actively support AVC knowledge management, learning and adaptation strategies and contribute to rigorous data collection and validation practices. He will also support regional offices to ensure regular flow of project information across teams, contribute to program design and refinement.

I. Main Roles and Responsibilities

a) Support to design and implement AVC Monitoring, Evaluation and Knowledge management strategies and action plans

- i) Assist in developing Knowledge Management Strategy and KM framework; monthly reflection meeting, portfolio learning meeting other strategies as set.
- ii) Support M&E Specialist to design and develop M&E operational plan;
- iii) Develop and utilize benchmarks, tools and methodologies for gathering the information for KM and prepare KM products;
- iv) Adopt CLA approach to gather information and share with respective program team to adapt strategic planning and replicate good practices in other working area
- v) Actively support and facilitate AVC knowledge management strategies and sharing processes across teams as well as partners/ value chain actors.

b) Operationalize AVC M&E strategies at the central and regional offices and partner organizations

- i) Assist to develop the annual and quarterly M&E work plan to carry out effective M&E activities;
- ii) Assist in training and support to program teams and partners on KM tools, replication methodologies, Knowledge Transfer and Exchange (KTE) technologies or other learning material

- iii) Assist program teams, partners and external consultants to the design studies, surveys, and routine monitoring activities as and when required
- iv) Assist M&E Specialist to coordinate the regular M&E activities with the regional M&E colleagues;

c) Creating Linkage between KMT and Market System Team :

- i) Assisting the program team with interventions related to marketing, promotion, relationship building and communication within market systems.
- ii) Assist to coordinate the regular monthly meeting between KMT and Program team.

d) Data Analysis, reporting and lesson learn documentation

- i) Assist to prepare the quarterly and annual M&E progress reports of the M&E unit; Work on FTFMS/PPR data analysis and prepare report;
- ii) Assist with documentation and share learning – ensure requirements, lessons learned, and best practices for products, events, and other Knowledge Management activities are clear and documented;
- iii) Assist to ensure data quality assurance to comply with USAID DQA requirements for FTF indicators based reporting

II. Knowledge Management and Teamwork Roles and Responsibilities

1. Promote collaboration and team learning by actively facilitating sharing among team members, external partners;
2. Engage and facilitate team work in the technical and operational aspects of your job
3. Assist to prepare quarterly reports and participate in quarterly portfolio review processes
4. Participate in system workshops and meetings and represent AVC at relevant conferences

III. Compliance Roles and Responsibilities

1. When appropriate coordinate with Team Managers in managing contractual relationship and grant agreements in developing these service markets
2. When appropriate ensure required monthly financial reports and returns to the Finance and Administration Unit have been prepared and submitted by managers
3. Participate in field travel especially in the Southern Delta region
4. Ensure compliance to all AVC policies and procedures

Education, Experience and Skill Requirements

Education/qualification:

Essential -

- Educated to 4 year's Bachelor's Degree in discipline such as Economics, Agri-Economics, Business Administration, Marketing, Development Studies, Urban and Rural Planning etc.

Desirable –

- Post graduate qualification in a relevant discipline will add advantages

Experience:

Essential –

- 1-2 years of experience of working in MRM and M&E system, communications on the Market System approach, research and value chain development fields.
- Working experience at USAID funded projects would add value
- Fresh graduates with strong educational background, determined to hard work and interested in working with M&E system might be considered as well

Desirable –

- Relevant experience in research, publications and case studies, documentation etc.
- Relevant experiencing in knowledge management work.
- Frequent tour to FTF working areas in Sothern Delta of Bangladesh

Skills:**Essential -**

- Fluent in speaking and writing in English and Bengali
- Good analytical and writing skills
- Communication and interpersonal skills; advanced skills in terms of presentation and infographics and reporting
- Work in teams
- Effective learning and sharing skills
- Skills in MS Word, Excel, PowerPoint and Outlook; SPSS will add value

Desirable -

- Prior knowledge and exposure to a market systems approach and M&E activities.
- Ability to facilitate stakeholder workshops
- Making presentations to small and large groups