



# Bangladesh Agro Processors' Association (BAPA)

## Bangladesh Agro Processors' Association (BAPA) Partnership Skills for Employment Investment Program (SEIP)

ToR

Job Title: Coordinator Monitoring & Evaluation.

Supervisor Title: The chief coordinator

Duration: 45 months

Duty station: Project Implementation Unit (PIU), Dhaka

### 1. Job Summary

The coordinator will develop monitoring tools for effecting monitoring of training activities during implementation of the program. He/She will closely monitor the training programs from selecting trainees, enrollment, certification and job placement and retention up to 6 months. A performance monitoring plan and reporting formats for related activities will be prepared jointly with the Skills Development Coordination and Monitoring Unit (SDCMU) of SEIP project. She/he will prepare monitor report highlighting all activities and submit monthly, quarterly and annual progress reports to the SDCMU. She/he will also participate actively in monitoring meetings organized by SDCMU-SEIP. She/he will also perform other related tasks as may reasonably be required by the chief coordinator or requested by the implementing agency.

### 6. Authority:

Report to the chief coordinator. S/he will maintain close communication with other Coordinators, Agro-food Processing industries and other organization/institutes relating to the project implementation.

### 7. Domains of Expertise

1. Monitoring & Evaluation.
2. In-depth understanding on agro-food processing sector and skill development training.
3. Development of monitoring evaluation tools.



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### **5. Working Principles and Conditions**

1. Monitoring & Evaluation.
2. Being based at the PIU in Dhaka, ensure frequent visits of at least 40% of her/his time to different training centers located in different places in Bangladesh.
3. Ensure effective monitoring and efficient evaluate of project implementation.

### **6. Qualification**

Masters in Accountancy/ Management/ MBA in Finance with minimum 10 years working experience or Bachelor degree with fifteen years working experience in managing finance and accounts.