

JOB DESCRIPTION



Job Title	: MEAL & Reports Coordinator
Number of Vacancy	: 01
Project Duration	: 01 January 2026 to 31 December 2026
Project Location	: Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district.
Reporting to	: Director Research, Monitoring & Evaluation, JAGO NARI
Project	: Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) & Climate Risk Insurance (CRI)
Duty Station	: Project Office (Barguna) with frequent field visits
Position Type	: Full-time (Project-based)
Organization	: JAGO NARI

Background of the Organization:

JAGO NARI has started its activities in 1998 with its own resource with a view to help the poor people in many respects of Barguna a under developed costal District in the southern part of Bangladesh in terms of socio-economic perspective as well as livelihood. It is a non-political, non-profit, rights based and non-government Organization (NGO) committed to participate in and promote national development through upgrading the socio-economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society. Some like-minded, qualified and experienced women of the society established JAGO NARI in the middle of 1998.

At first JAGO NARI started its activities in a right based approach among poor and working women in Urban and rural area of Barguna sadar upazila. At present this organization has expanded its activities to 8 districts in Bangladesh with different programs, with some different ideas and concepts with greater zeal and enthusiasm through the assistance of GO, INGO, NGO and local peoples. JAGO NARI believes that true development can be ensured by establishing human rights and eradicating the poverty through providing different support to the distressed community. It also believes that men and women have same rights to survive. If organization can create better communication with community people organization's ideas will give a better result but without involving community people it does not give 100% output. So, JAGO NARI is working with the community people to provide same right for men and women in the community.

Project Summary:

To strengthen the resilience of climate-vulnerable households in Bangladesh's coastal regions by protecting lives and livelihoods, enhancing food security and nutrition, and promoting inclusive, climate-smart, and sustainable development through Anticipatory Action (AA), Shock Responsive Social Protection (SRSP), and Climate Risk Insurance (CRI). JAGO NARI, with support of the WFP, will implement the project Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) and Climate Risk Insurance (CRI). The project will be implemented in 12 unions under Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district. The project duration is 1st January 2026 to 31 December 2026.

The primary objective of this project:

- To enable vulnerable households, particularly women-headed families, landless laborers, persons with disabilities, and marginalized groups in cyclone-prone areas, to anticipate and prepare for shocks through anticipatory cash transfers, early warning systems, and awareness on protection and nutrition, ensuring equitable participation and decision-making.
- To strengthen the national social protection system (EGPP, MCBP, VWB, Old Age allowance and Disability allowance, etc, program of GoB) so they become shock-responsive, providing timely and inclusive support to vulnerable households, with special measures for rural women, returnee migrants, and Persons with Disabilities (PWDs), while promoting gender-sensitive targeting and protection standards.

- To expand access to inclusive Climate Risk Insurance for poor and climate-vulnerable households, particularly smallholder farmers, fishing communities, and women entrepreneurs, by strengthening awareness and capacity of communities and local institutions, supporting product development and premium collection, facilitating claim settlements and payouts, and promoting insurance literacy and enterprise formalization.

Basically, this project will contribute to disaster risk reduction through its activities, including the AA program tests community-based early warning dissemination mechanisms. Shocks responsive social protection and Climate risk insurance.

Job Purpose:

The MEAL & Reports Coordinator will design and implement the project MEAL system, ensure data quality, accountability, learning, and timely donor reporting in compliance with the WFP Field Level Agreement.

Key Responsibilities for this Position:

MEAL System Design & Implementation

- Design and implement a comprehensive MEAL framework aligned with WFP & JN standards.
- Develop indicators, tools, databases, and digital data collection systems.
- Ensure gender-, age-, and disability-disaggregated data.

Data Management, Analysis & Learning

- Provide day-to-day technical support to field teams on data collection.
- Manage data cleaning, analysis, visualization, and learning documentation.
- Support learning and reflection sessions.

Accountability & Complaints Feedback Mechanism (CFM)

- Establish and manage the Complaints and Feedback Mechanism.
- Ensure safe, confidential, and accessible feedback channels.
- Maintain accountability tracking and reporting.

Reporting & Documentation

- Compile monthly, quarterly, and final narrative and analytical reports for WFP.
- Prepare case studies, success stories, and documentation materials.

Problem solving

- Identify problems in the field of Monitoring & Accountability issues and able to revisit the program.
- Able to involve the target population in the project cycle and address their need
- Able to find out the root causes of problem and solve problems using participatory methods.
- Ability to present the field findings in a simple method, it can be qualitative & quantitative.
- Bring notice of the project management team any issues which cannot be addressed.

Coordination & Compliance

- Coordinate with project and finance teams for data consistency.
- Support WFP monitoring visits and ensure FLA compliance.
- Uphold safeguarding, PSEA, and data protection standards.

Other Requirements:

- Travel frequently to project sites, sometimes in remote or challenging conditions; at least
- Minimum 60% field movement is required of total working hours.
- Strongly committed to organizational values, safeguarding, Code of conduct high level of integrity, accountability, professionalism and ethical standards.
- Any others task assigned by the JAGO NARI management.

Job Requirements:

Education: Master's degree in relevant discipline preferred; Bachelor's with strong MEAL experience acceptable.

Experience: Minimum 4–5 years in MEAL roles, preferably with WFP/UN or humanitarian projects.

Core Competencies

- Familiar with the bio-physical and socio-economic conditions of the Central Coastal Districts of Barguna.
- Strong analytical and reporting skills
- Experience with digital data tools
- Knowledge of accountability and protection standards
- Excellent communication in English and Bangla
- Ability to work independently and with teams

Working Conditions

This position requires frequent field visits and at least 50% time in project locations. Flexible working hours may be required during peak reporting periods.

Compensation & Benefits:

The salary package is Monthly BDT 53,000, including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

Note:

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and PSEA Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- **Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.**
- Women are highly encouraged to apply.
- **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**

Apply Procedure:

Candidates with the required qualifications must be submitted updated CV with a cover letter to: recruitment@jagonari.org by mentioning the Job Position in the subject line of email or post/drop in box: (To, Coordinator HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or **December 28, 2025**.

Please ensure that, incomplete applications generate an immense administrative burden for our organization. As a general rule, submission of incomplete Job Application Format will be excluded from consideration.