January 02, 2019

Md. Mehedi Hasan

Central Road First Drive

House – 111, Flat – 5B

Kolabagan, Dhaka – 1205

Cell: +8801717677451. E-mail: [mhshuvo29@gmail.com](mailto:mhshuvo29@gmail.com)

Subject: Appointment as ***Monitoring and Evaluation Officer***

Dear Mr. Mehedi

In response to your application and subsequent interview, ***XYZ*** authority is pleased to offer you with the position of ***Monitoring and Evaluation Officer*** in ***XYZ*** project with effect from ***January 02, 2019***. Your selection as a Monitoring and Evaluation Officer is made based on the information supplied in your Bio-data, Reference, and Assessment. The terms and conditions in this regard will be as follows:

1. Your core responsibilities will be:

* Have to prepare Project M&E framework, Develop tools and techniques for day to day monitoring;
* Implement participatory approach, institutional assessment, quantitative and qualitative techniques for various assessments and analysis;
* Ensure collection of field data as per project's M&E framework and provide technical supports to establish/strengthen M&E system at all level;
* Collect and preserve project data on regular basis to observe the progress of planned activities of the project;
* Update records and process data, analyzed and provided feedback to respective personnel;
* Share field findings, updated information, observations in the meeting/ workshops/ seminar and training programs;
* Coordination and Collaboration with the line stakeholders, Process documentation;
* Document and sharing project success, best practices, case stories, progress and learning in different local, national and international forums, websites, newsletter/magazine, newspaper in collaboration with the supervisor;
* Carry out any other responsibilities assigned by the supervisor as and when required by the project;
* Has to visit project area (Cox’s Bazar) frequently.

1. Your contact period will be for ***180 days*** since ***02 January 2019***, which can be extended based on your performance and the need for the project.
2. You will be directly reporting to ***XYZ*** for your day to day affairs.
3. Under this short-term contact period, ***General Working Hours*** will not be applicable. But you have to work as and when necessary for the successful completion of the project and as per the instruction of your supervisor.
4. You will be fully responsible to maintain your duty accordingly. In this regard, any willful negligence or carelessness to maintain standard will not be tolerated by the Management concerned. During the contact period, if your activities cause any financial loss or damage to the company reputation, you must duly compensate it.
5. You can not leave the job before the completion of the contact period, and if you do so than you will be fully responsible if any loss or damage happens to the project. In this regard, you must duly compensate it.
6. The supervisor may terminate this contract any time if you have acted in a manner adversely prejudicial to the interest of the project.
7. For this contract period, you will be provided with a consolidated salary of ***TK. 000*** per month only with admissible facilities.
8. Your employment in this project shall be governed by the ***Laws of Bangladesh***.

Please read the above stated T&C carefully and sign below as token of your acceptance and return the duplicate copy to the authority.

We hope to have a long successful professional relationship with you and wish you all the very best.

Thanking You.

Regards,

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| **XYZ**  ……………………. | ……………………..  (**Md. Mehedi Hasan**) |