

Senior Manager - Monitoring, Evaluation & Learning (MEL)

BACKGROUND

The Organisation, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The Organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and areas with poor high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organisation has reached more than 35 million beneficiaries through its programs. The Organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organizations in India funded through The Organisation USA and RIST.

GENERAL

Location of Job: Gurugram Head Office.

Reporting to: Director-Programme & Strategic Initiatives

1. JOB PURPOSE

The position will lead the monitoring, evaluation and learning function in The Organisation. S/he will be responsible to ensure and execute scientific monitoring and evaluation of all the projects directly implemented. The position would require to analyze monitoring data and develop knowledge product for organizational learning. S/he will lead the unit and will maintain the repository of data/knowledge products of all the projects of The Organisation. S/he will also develop learning papers and other relevant documents to be published and shared in national and international journals.

2. KEY ACCOUNTABILITIES

A. Monitoring and Evaluation Plan

- Guide project teams in developing monitoring and evaluation plan for the projects.
- Explicitly define data sources, flow of data, use of data for monitoring and evaluation of projects with the partners and with the Regional Senior Program Managers.
- Support project teams in developing the logical framework for the projects. Work with Senior Program Managers and Regional Senior Program Managers for this.
- Develop Performance Tracking Indicators for the projects.
- Develop project-specific monitoring and evaluation formats for quarterly and annual reports.

B. Facilitate Monitoring and Evaluation of Projects

- Develop Request for Quotation for baseline and end-term evaluation of projects.
- Facilitate coordination with the agencies for finalizing baseline and end-term evaluation of projects.
- Keep a database of agencies that are equipped in undertaking large-scale qualitative and quantitative studies.
- Develop project-specific Trackers and concurrently review progress. Present analysis of Tracker to the Senior Management Team of The Organisation.

C. Capacity Building

- Organize structured capacity-building sessions for project teams on monitoring and evaluation.
- Support staff in understanding methods of qualitative and quantitative indicators.
- Support staff in developing indicators and linking to the data source.

- Conduct sessions for project staff on logical framework analysis.

D. Documentation and Papers

- Write evidence-based papers for publications in national and international journals.
- Keep project-specific case studies and monitoring reports.
- Share The Organisation project-specific data and reports with external stakeholders for advocacy and demonstration of projects’ effectiveness.
- Based on the analysis of data, develop papers of best practices for different projects implemented and supported by The Organisation / RIST.
- Share inputs for The Organisation’s Annual Reports based on project data.

E. Monitoring and Evaluation Visits

- Conduct monitoring visits to the projects.
- Assess the application of monitoring and evaluation systems in the projects.
- In association with the Senior Regional Program Manager and other team members, review the progress of projects against the defined plan.
- Develop monitoring and evaluation reports and share with the Senior Management Team of The Organisation within 7 days of the visit.

3. Other Indicative Requirements

Educational Qualifications	<ul style="list-style-type: none"> • Master’s degree in social science, social work, demography, statistics or related subjects from a reputed educational institution.
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none"> • 15+ years of relevant experience in monitoring, evaluation, and learning for developmental projects in the field of health, education, livelihood and disability. • Familiarity in research methodology both quantitative & qualitative. • Experience using digital technology for data collection, management, analysis, and reporting. • Proficiency in G-Suite/MS Office (Google Drive, Google Forms, PowerPoint, Word, Excel) • Experience using Google Data Studio, Power BI and STATA or any other related software for data analysis and presentation will be an added advantage.

The Organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.

Interested candidate please send your resume at:
contact@pmspl.net.in