

Advertisement for Monitoring, Evaluation and Learning Manager

American India Foundation

Position – Monitoring, Evaluation and Learning (MEL) Manager

Location: Gurgaon, NCR India

Background:

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development, with a particular emphasis on empowering girls and women to achieve gender equity. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton, AIF has impacted the lives of more than 3.1 million of India's poor and aims to reach 5 million by 2018.

Description of Organization:

Job Description: A senior research officer is primarily expected to provide comprehensive MEL support as required by senior AIF staff on all aspects of one or more AIF programmes and projects, to ensure their successful delivery.

Programme Quality:

1. Designs and implements/integrates MEL within AIF flagship programmes
2. Works on creating evidence for advocacy initiatives
3. Assists and leads on the development of innovative approaches to MEL within AIF
4. Support the MEL team in developing, piloting and implementing context- based research and analysis methodologies which can be implemented for programmes
5. Help programme teams with the tracking, reporting and implementation of MEL plans for projects as agreed with programme teams

Strategic:

6. Design and coordinate/execute policy-relevant research on AIF programmatic approaches as part of AIF's larger system-influencing mandate
7. Write research reports, working group papers etc., designed to influence the policy and practice areas of AIF's thematic foci i.e. Public Health (RMNCH+A), Education, Livelihoods and Leadership
8. Contribute to the development of AIF's MEL strand by engaging extensively with internal and external stakeholders

9. Develop and maintain relations with key stakeholders in the research space, in order to build networks through which to learn and to share programmatic findings
10. Support all staff with business development efforts, particularly the Strategic Partnerships team (SP) on proposal development and programme design focussing on MEL and programme design aspects including ad-hoc data requests

Cross Functional:

11. Manage the implementation, tracking and spends of MEL budgets annually, as appropriate, with the MEL Director
12. Work closely with the Communications team on the development of advocacy and outreach materials to promote programmatic impact results
13. Contribute to team-wide communications and knowledge management and MEL, including participating in organisation-wide events and discussions on MEL

Expected Competencies and Desired Qualifications

To be able to perform the above tasks effectively, the candidate shall be expected to work in close coordination with regional programme teams and with the MEL team in Gurgaon.

1. Post-graduate (master's degree or PhD) in the social sciences, sociology/anthropology or other relevant discipline with strong qualitative skills and the willingness to learn and use quantitative social research techniques.
2. 8-10 years of experience in a similar role, showing progressive responsibility over the years.
3. Strong writing skills with attention to detail and the ability to document fast, accurately and comprehensively.
4. Proficiency in M.S. Office (Excel, Power Point and Word) with *demonstrably strong skills* in these.
5. Strong communication skills (written and oral) to effectively correspond with a diverse audience. This would require *proficiency* in English and *Hindi or any other Indian language*
6. Strong understanding of qualitative research methods including qualitative research protocols, qualitative sampling, the development of qualitative indicators and measures. Knowledge of qualitative data-management tools such as ATLAS.Ti/NVivo/Dedoose etc., will be an asset.
7. Willing to travel extensively to anywhere in India, especially rural India.
8. Able to handle work pressures and deliver under tight schedules and the ability to work well in teams and lead teams, when required to do so.
9. An understanding of social/development sector issues in Livelihoods and Skill Development, Disabilities, Education (especially primary education in migration affected areas and low-cost digital technology solutions in education), Public Health (focussing on Maternal and Child Health (MCH) issues or RMNCH+A issues) is desirable.

10. Attention to detail to effectively make connection between programmatic and organisational strategic priorities and MEL work.
11. Clarity of thought, patience, a flexible attitude and a willingness to learn and take ownership are also required.

Reporting: The position will directly report to Director of MEL. Functional reporting on certain tasks might rest with programmatic heads or support teams.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to recruitment@ttcglobal.com with subject line “ **MEL Manager**”. Please also provide a writing sample, no more than 5 pages in length for review related to research or the broader thematic areas outlined in this job description. Writing samples should be recent (in the last 2 years) and preferably available in the public domain.

Deadline for applications: **Tuesday, 20th June, 2017.**

Only applications of short listed candidates will be acknowledged.