

American India Foundation (AIF) Monitoring, Evaluation and Learning Consultant

Position: Monitoring, Evaluation and Learning (MEL) Consultant- Livelihoods

Location: Gurgaon, NCR India

Type of Employment: Contractual

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at www.AIF.org

Role & Responsibilities:

The consultant 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.

1. Assist in designing and implementing/integrating MEL within AIF's Livelihoods vertical
2. Support in the development and adoption of innovative approaches to MEL within AIF
3. Help the MEL team in developing, piloting and implementing context-based research and analysis methodologies in projects under the Livelihoods vertical
4. Help with the tracking, reporting and implementation of MEL plans for Livelihoods projects as agreed with programme teams
5. Design and execute internal researches (Market scans/ needs assessments, situation analysis, community level surveys, etc.) and coordinate external evaluations on programmatic approaches and intervention areas
6. Undertake monitoring of programme implementation by making field visits, validation phone calls, data checking and update the MEL Director on discrepancies, if any
7. Prepare and submit monitoring and field visit reports
8. Assist in writing research reports, working group papers etc., designed to influence the policy and practice areas of Livelihoods' vertical
9. Contribute to team-wide communications, 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 Livelihood teams and with the MEL team in Gurgaon.

1. Post-graduate (master's degree or higher) in the social sciences, sociology/anthropology or other relevant discipline with experience in qualitative and quantitative social research techniques.
2. 3-5 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. An understanding of dashboards would be an advantage
5. Strong communication skills (written and verbal) to effectively correspond with a diverse audience. This would require *proficiency* in English and **Hindi (Oriya required for a current assignment)**
6. Strong understanding of qualitative and quantitative research methods including development of indicators and measures; questionnaire/ guidelines designing, research protocols, and at least a basic understanding of sampling. Knowledge of data-management tools such as SPSS/ STATA etc., ATLAS.Ti/NVivo/Dedoose etc., will be an asset.
7. Willing to travel extensively within India (both rural and urban areas).
8. Able to handle work pressures and deliver under tight schedules and the ability to work well with teams, and lead teams when required to do so.
9. An understanding of social/development sector issues in Livelihoods and Skill Development, women empowerment and Disabilities is desirable.
10. Clarity of thought, solution-oriented 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

Duration: One-year engagement, extension is subject to performance

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 (mentioning current CTC and notice period) to mel.consultant@aif.org with subject line "**MEL Consultant-Livelihoods**". 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: **1st March, 2021.**

Only applications of short listed candidates will be acknowledged.