

Learning, Evaluation and Impact (LEI) Manager

American India Foundation

Position – Learning, Evaluation and Impact (LEI) Manager

Location: Gurgaon, NCR India

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 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

Job Description:

Learning, Evaluation and Impact (LEI) Manager is primarily expected to provide comprehensive M&E support to AIF staff on all aspects of one or more AIF programmes and projects, to ensure their successful delivery.

Essential Job Functions:

Monitoring and Evaluation:

1. Designs and implements/integrates MEL frameworks and tools at organisation-wide and across AIF programmes.
2. Support the MEL team in conducting internal and external evaluations of AIF Programs including creating study instruments, developing analytical frameworks, trainings of team, developing schedule for data-collection and report submission.
3. Support the programme teams with the capacity building on the tracking, reporting and implementation of Monitoring (MIS) processes in the project as per defined quality standards.
4. Analysis of project-based MIS and evaluation results to inform programmatic improvements.
5. Support project proposal development with respect to logic frameworks, indicators and evaluation plans
6. Design and coordinate/execute policy-relevant research on AIF programmatic approaches as part of AIF's larger system-influencing mandate

7. Assists and leads on the development of innovative technology solutions for strengthening the MEL work at AIF.
8. Manage the implementation, tracking and spends of MEL budgets annually, as appropriate, with the MEL Director

Knowledge and Learning:

9. Promote learning as an integral component of programs and support the AIF teams in presenting evidence at internal and external platforms.
10. Build and manage research partnerships with consultants or research organisations to ensure timely submission of quality research deliverables.
11. Create mechanisms of tracking current research and literature relevant to AIF programs i.e. Public Health (RMNCH+A), Education, Livelihoods and Leadership.
12. Support the program and communication team in systematic dissemination of project results and evidence among internal and external audience.
13. Contribute to organisation-wide knowledge management activities e.g.- participating in events and discussions on MEL.

Desirable:

14. Support the MEL Director in developing technical working group papers, research briefs, research papers for peer-reviewed journals and conferences.

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 handling multiple projects, 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 LEI. 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 leirecruitment@aif.org with subject line “LEI 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: **Friday, 17th September, 2021**

Only applications of short listed candidates will be acknowledged.