

**POSITION:** Head-Monitoring & Evaluation

**NO. OF POSTIONS:** 1

**LOCATION:** Mumbai

**PURPOSE OF THE ROLE:** The role is responsible for the design and functioning of the Monitoring and Evaluation function at Bright Future. The role is responsible for ensuring that the desired outcomes of all Bright Future's programs are clearly understood and articulated by the organisation; and is also responsible for ensuring that the measurement of these outcomes is being done regularly and accurately. This will help Bright Future to clearly articulate the impact of the program to donors, beneficiaries and other stakeholders, which will in turn strengthen the program and organisation's sustainability.

#### **ROLES AND RESPONSIBILITIES:**

##### **Data Management and Analysis**

- Remain abreast of developments in donor/program changes and advise and recommend tools and strategies to increase program performances and results in light of these changes, while ensuring the overall objectives of Bright Future and LFA are being achieved
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions
- When program design is being re evaluated / new programs are being designed, the role will provide inputs and ensure that the final changes are updated in the LFA
- Analyse key changes and patterns in data and performance reports to identify areas of strength and improvement of the programs and the organisation in general
- Ensure that high level donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
- Lead and oversee program and project evaluations

##### **Needs and Impact Assessment**

- Carry out the baseline and end line surveys with the M&E team (Prepare questionnaire, gather data etc) to measure and understand the impact of the programme
- Present recommendation to the management with the current gaps and future expected outcomes, with tangible next steps

##### **Communication and Reporting**



- Review donor and internal management reports to ensure high quality reports are submitted accurately and on time
- Review and streamline the data reporting formats to reduce the effort spent by the team on analysis and documentation
- Work with the Program Development/Fundraising in establishing logical framework, M&E work plans, and targets while drafting the donor project proposals as well as coordinating throughout project implementation

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- M.Phil. / PHD or MBA/Masters in Social science with excellent project management knowledge
- 8 years in M&E (preferred) else in the areas of project management and program evaluation would be preferable 3 - 4 years are required to be spent in a leadership role