POSITION: **HEAD - Monitoring and Evaluation**

NO. OF POSITIONS: 1

LOCATION: **Mumbai**

DESCRIPTION: 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.

Sub Purposes: This role will lead the initiative to make logic frameworks for designing new programs for Bright Future and review on-going programs against the existing logic framework. The role is responsible for ensuring that the current and future programs are designed in line with the logic framework (LF) and that any deviations are highlighted to the Leadership team for course correction. The role is responsible for ensuring that the indicators being measured are in alignment with the LF and that the tools created to capture the data do justice to the same. "

RESPONSIBILITIES

Monitoring &Evaluation System Development
- Creating a logic framework (LFA) for all of the Bright Future Programs, finalizing indicators as per the LFA.
- Develop and strengthen procedures involved in monitoring and evaluation as per the LFA. This involves designing the data collection tools for each of the programs in conjunction with the Leadership team
- Oversee that the program staff is aware on how to properly document, organize and capture program progresses in line with LFA
- Review the performance of existing information management systems (Online System) to help identify potential modifications or resources.

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

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualifications: M Phil / PHD / MBA / Master in Social Sciences

Years of Experience : 8 years in M&E (preferred) else in the areas of project management and program evaluation in an Education / Life Skills NGO would be preferable. 3 - 4 years are required to be spent in a leadership role.

REQUIRED KNOWLEDGE
- Knowledge of Monitoring and Evolution system in Theory and how to apply them in Practice in the context of Bright Future, by understanding Bright Future's program (specifics below)
- Knowledge of LFA metrics and able to bring in to particle
- Knowledge of creating tools which can be used to assess the impact of the program,
- Understanding of Indicator, output and outcome etc.

REQUIRED SKILLS
•Ability to plan and organise Work as a Team
•Ability to prioritise work and the objectives of the organisation (taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships, and the desired impact of Bright Future)
•Ability to establish and maintain strong relationships with all stakeholders
•Ability to design tools and strategies for data collection, analysis for the purposes of M&E
•Proven Information and Communication Technology skills, especially in the development of MIS software using database software;
•Expertise in analysing data using statistical software like SPSS or Application Advance MS-Excel
•Strong training & facilitation skills.
•Language Requirements: Fluency in written and spoken English & Hindi. Marathi