

POSITION: HEAD – Impact (M&E and L&D)

LOCATION: Mumbai

DESCRIPTION: The role is responsible for the set up and functioning of the Impact function (including two subfunctions - Monitoring & Evaluation and Learning & Development) at Bright Future. The role is responsible for

- i) ensuring that the desired outcomes of all Bright Future's programs are clearly understood and articulated by the organisation and
- ii) ensuring that the measurement of these outcomes is being done regularly and accurately
- iii) working with the operations / program team to build their capacity and skills to deliver the program and perform well

RESPONSIBILITIES

Monitoring & Evaluation System Design & 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.

Program data analysis and process evaluation

- Identify strengths and weaknesses in existing data collection and management systems and propose solutions for incorporation in M&E processes
- When program design is being re-evaluated / new programs are being designed, the role will ensure that the changes are being driven by the logic model and informed by data.
- Analyse key changes and patterns in data and performance reports to identify areas of strength and improvement of the programs and the organisation processes
- Lead and oversee program evaluations and report to the donor. Identify gaps in delivery of the program (as per logic model)
- Working with the Operations Head, Leadership and Operations Developing the most suitable and feasible strategies to address the gaps identified above.

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

Training Needs Analysis

- Identifying training needs of the program implementation team. Post this to prioritize the identified gaps in light of the criticality to the organisation and the individuals

Addressing Training Needs

- Developing the most suitable and feasible strategies to close the training gaps identified above, so as to equip the team with the capacity and skills to fulfil the program and organisation goals. These strategies should keep in mind the major skill gaps of team and changing external environment
- Designing team training programs for the top priority skills, in line with the strategies developed above.
- Ensuring that training programs are being delivered to build the capacity of program implementation team (on competencies and perspectives as per the defined curriculum and how to use curriculum*) to ensure efficient and effective utilization of human resources in the operations team. This may be done by forming partnerships with training institutes / experts or by ensuring Bright Future staff are delivering trainings

Team Management

- Develop annual implementation plan for the Impact and Learning function and ensure implementation of the same is done through the team
- 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
- Monitor and guide Impact and Learning team members to ensure the team is living up to their potential and able to produce a high quality of work

Curriculum Updating and Design

- Identifying gaps in the current curriculum for both the Livelihood and Step to Livelihood Programs, and analysing the root causes including factors from the external environment
- Conduct research/ need assessments to identify the needs of the market, so as to accordingly revise the curriculum to one which meets the needs of the market / community. Additionally the role will use the inputs of the research to develop new

programs / new modules as per the market, to improve the relevance of the program and help to achieve the organisation's goals

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE

Years of Experience :

8 + years of work experience in the development sector (minimum)

3 - 4 years should have been spent in an operations leadership role

1 - 2 year's experience in identifying training needs, designing training programs, Facilitating/ conducting trainings, developing training curriculum

Good to Have:

Experience in M&E is highly preferred; else experience in project management and program evaluation in Education / Life Skills space would be preferable

Qualifications: Masters in Development studies with Certifications in M&E preferred

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

- Theoretical knowledge of Monitoring and evaluation systems application.
- Understanding of Bright Future's program, livelihood and youth development space in general
- Understanding the challenges of grassroots implementation, and urban low income communities, job market (especially in Mumbai preferred)
- Understanding key M&E concepts such as logic frameworks, theory of change, output, outcome and indicators (especially in the life skill / livelihood space)
- Usage of MIS software, SPSS
- Theoretical knowledge of psychology, learning methodologies
- Understanding of organisation development processes and how to set them up

REQUIRED SKILLS

- Prioritization (ability to balance special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships, and the desired impact of Bright Future)
- Strong relationship building and management skills
- Program and Tool designing skills (in the context of Program and M&E)
- MS Office (Advanced Excel - especially)
- Data analysis
- Data reporting and presentation
- Strong training & facilitation skills.
- Language Requirements: Fluency in written and spoken English & Hindi required. Marathi highly preferred
- Communication skills



- Critical thinking & problem solving
- Leadership skills (especially in Operations team management)
- Research skills