

## JOB TITLE: Manager - Monitoring And Evaluation

### LOCATION: MUMBAI

**DESCRIPTION:** The Manager - Monitoring and Evaluation supports the Head-Innovation and is responsible for managing Monitoring and Evaluating programs at Bright Future. The objective of this role is to ensure that the expected outcomes, as per the Logical framework of all Bright Future's programs, are clearly understood and the measurement of these outcomes are done regularly with accuracy. M and E Manager needs to articulate the impact of the program to donors, beneficiaries and other stakeholders to strengthen the program and organisation's sustainability. The Manager- Monitoring and Evaluation shall be responsible for managing the monitoring-evaluation activities, including developing and implementing the ME framework, performance indicators, ME tools, to ensure data quality and timeliness.

### RESPONSIBILITIES:

#### Monitoring:

- > Take lead in the design and implementation of a monitoring framework to track delivery against goals and objectives.

#### Evaluation

- > Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement. In addition, facilitate periodic evaluations of Bright Future's program Impact

#### Program design

- > Participating and providing support in program design activities including development of Log Frames, SOP, 5 years strategy Plan, assessment and survey tools.

#### Periodic field visits and program audits

- > To conduct assessment and make recommendations for key challenges pertaining to programme Implementation.

#### Reports

- > Preparing Annual Reports, Impact report, Quarterly report, Half yearly Progress and Monthly MIS report for donors with 100 % data accuracy.

## Data Management

- Monitor the quality, reliability and relevance of data collected in MIS and ascertain the outcome, impact of programmes. Develop & maintain tracker to monitor data updates in MIS

## Execute research projects:

- Develop tools, analyse data, prepare draft research reports, Support needs based secondary research and conduct surveys as per requirement of the pilot projects.

## Provide support in writing project proposals and MoU.

## REQUIRED SKILLS

- Knowledge of project cycle management, LFA (Logframe analysis), M-E principles and methods
- Situation/context analysis, conceptual models, theories of change, monitoring and evaluation
- Experience in designing tools and strategies for Data collection, analysis and presentation for the purposes of M&E
- A working knowledge of financial management, especially of projects
- Excellent management and coordination skills
- Possession of strong organisational, reporting and analytical skills;
- Strong Interpersonal skills and good communication skills
- Good written skills in English

## COMPENSATION: Best in the Industry

## REQUIRED QUALIFICATIONS AND EXPERIENCE:

**Qualifications:** Post Graduate Qualification in Science/Mathematics/ statistics/ social science/B.E//M.A development studies or any other related field/M.B.A(operations management specialization preferred ) or an equivalent qualification in the areas of Program and Project Management (e.g. PMP)

## Minimum 5 years of experience in the following fields:

- Design and implementation of Program ,Monitoring and evaluation process.
- Prior experience in community-based implementation approaches, with familiarity of relevant concepts, including socio-economic empowerment, gender equality, financial inclusion, rural development,skill development or similar shall be given preference.

## DESIRABLE KNOWLEDGE:

- Two to three years of experience in Research design,survey and tools
- Knowledge in use of data management and analysis software e.g. SPSS