

JD for Manager /Senior Manager

Monitoring Learning & Evaluation (MLE)

1. Business development:

- Identifying new business opportunities
- Business Strategy formulation
- Writing research proposal (technical and financial) for evaluation studies and other research/documentation related assignments
- Making proposal presentations and negotiations with potential clients
- Meeting with annual business targets set (to be discussed and mutually agreed)

2. Project Management:

- Preparing and finalizing appropriate evaluation design
- Literature/Secondary review
- Developing and finalizing research tools – quantitative and qualitative based on the project LFA/Theory of Change etc.
- Survey sampling
- Identify and finalize field team – coordinate with field service providers ○ Preparing training modules and conducting field training
- Documentation of internal and external assignments as and when required
- Document MLE processes and share lessons learned within DevInsights ○ Periodic reporting to the clients
- Ensure quality and timeliness in all projects
- Ensuring project completion within agreed budget

3. Data management and reporting:

- Data editing, analysis using statistical software like STATA, SPSS, Atlas TI etc.
- Report writing / presentations – top-line findings, draft report, final report, and dissemination.
- Writing high impact research papers and publish articles.

4. Organizational development:

- Identifying human resources, assessing profiles, conducting interviews and getting involved in other HR recruitment process
- Building capacity of the team members
- Explore strategic associations and building partnerships
- Assisting in client servicing and other administrative and office management tasks
- Any other tasks as assigned

Travel: The job requires to undertake extensive travel on work within and outside India