

Job Description for Manager/Sr. Manager – MLE

1. Background

Dev Insights (DI) is a private limited company, formed in 2015, by group of development professionals having diverse set of skills ranging from Research, Monitoring, Evaluations, Learning, Analytics, Documentation and Training in the social sector. We create and support effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries (L&MICs). We have partnered with some of the leading organisations including Foundations, International and National NGOs, Corporate and Government of India on Monitoring, Learning & Evaluation and Learning (MEL) projects. For more information, please visit our website – www.devinsights.co.in

2. Job Description

- **Business development:**
 - o Identifying business opportunities
 - o Writing research proposal (technical and financial) for evaluation studies and other research/documentation related assignments
 - o Making proposal presentations and negotiations with potential clients
 - o Business Strategy formulation
- **Project Management:**
 - o Preparing and finalizing appropriate evaluation design
 - o Literature/Secondary review
 - o Developing and finalizing research tools – quantitative and qualitative based on the project LFA/Theory of Change etc.
 - o Survey sampling
 - o Identify and finalize field team – coordinate with field service providers
 - o Preparing training modules and conducting field training
 - o Documentation of internal and external assignments as and when required
 - o Document MLE processes and share lessons learned within DevInsights
 - o Periodic reporting to the clients
 - o Ensure quality and timeliness in all projects
 - o Ensuring project completion within agreed budget
- **Data management and reporting:**
 - o Data editing, analysis along with colleagues
 - o Report writing / presentations – top-line findings, draft report, final report, dissemination
 - o Writing high impact research papers and publish articles
- **Organizational development:**
 - o Identifying resources (both HR and logistics) as and when required
 - o Building capacity of the team members
 - o Explore strategic associations and building partnerships
 - o Assisting in client servicing and other administrative and office management tasks
 - o Any other tasks as assigned

Qualifications, experience and skills

3.1 Education and work experience for the position

- Master's degree in evaluation, public health, economics, demography, or other relevant social science field that includes statistical training and experimental methods; a doctorate is strongly preferred;
- **Total work experience of 2-5 years with M&E / Research agencies.**
- Research experience and in-depth knowledge of experimental and quasi-experimental methods applied in impact evaluation (RCT, IV, propensity score matching, DID and interrupted time series);
- Experience designing and implementing one or more of the following: implementation research, process evaluations, formative research, qualitative research;
- Academic knowledge of and direct field experience with health, nutrition, and other social sector research in L&MICs;
- Experience in L&MIC policy development and/or policy implementation at either the national or sub-national level preferred;
- Project management experience; and

3.2 Skills

- Ability to carry out data analysis in Stata / SPSS / NVivo / Atlas TI and/or other analysis software packages;
- Excellent oral and written communication as well as presentation skills in English; Hindi and/or other regional languages of India; professional proficiency highly preferred;
- Excellent organisational skills, attention to detail, and the flexibility and willingness to adapt to shifting weekly priorities and deadlines;

4. Probation period

The candidate will be on probation for 6 months. Candidates will be confirmed based on their performance during the probation period.

5. Application process:

- Candidates interested may please send their CV along with a covering letter at with the subject "Manager/Sr. Manager- MLE" at info@devinsights.co.in & sanya@devinsights.co.in
- The covering letter must mention
 - total years of experience in Research / Evaluations
 - current/last salary
 - coordinates (email and mobile no.) for three professional references
- A sample of original writing (research paper, proposal, or other technical document that you alone authored)



“Only shortlisted candidates shall be contacted. DI reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process”.