

# **Position: Monitoring and Evaluation**

**No. of Post- 1** (One);

**Location:** Sirohi, Rajasthan

## **Job Description:**

- a) To develop reporting formats and facilitate routine data collection, compilation and analysis throughout the project based on indicators set in Monitoring, Evaluation and Learning (MEL) plan of the project.
- b) To facilitate preparation of periodic progress report from Block team, analyze the reports, provide feedback and consolidate them to prepare overall project reports
- c) To prepare quarterly, bi-annual and annual narrative, quantitative report, output and outcome data, beneficiary counting data and facilitate preparation of financial reports
- d) Ensure the sharing of analysis reports with program teams and management before the review meetings
- e) To report the management and program team on progress vis--vis planned activities and expected outputs of the project based on annual work plan and highlight key gap areas.
- f) To conduct baseline and other assessment studies, facilitate conducting the project mid-term and endline evaluation ensuring that the indicators set in MEL plan properly included in these evaluations.
- g) To conduct Project Annual Review and Reflection exercise with stakeholders
- h) To develop knowledge products, undertake process documentation, case studies, best practices, prepare report of innovations adopted within the project.
- i) To participate in development, facilitate the customization and maintenance of Mobile application and dashboard for real time data collection and analysis.
- j) Support the overall implementation of Monitoring and Evaluation plans.
- k) Provide handholding support to program teams in preparation of Annual Work Plans, Implementation Plan and Budget of the project as per the in required templates.
- l) Identify the need and draw up the Terms of Reference for specific studies. Further, guide, supervise and ensure completion of assigned tasks.

## **Eligibility Criteria**

1. A Postgraduate in Rural Development, Social Work or Social Sciences from any recognized university, Masters in Rural Management, B.Tech/Engg.  
At least 3-4 years of relevant experience (especially in development sector i.e. NGO, CSR) in WASH project, Experience of setting up and implementing M&E systems, Exposure to strategic planning approaches.
2. Experience of designing and system setting of Management Information Systems.
3. Knowledge of routine monitoring, process documentation, baseline and mid-line evaluations, participatory processes and research will be added advantage.
4. Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders.

**Salary:** It would be competitive with market considering experience, salary history & qualification