

Program Support-Monitoring and Evaluation Manager

Position: Program Support - Monitoring and Evaluation Manager

Program: Digital Equalizer

Location: Gurgaon /Delhi

Background:

The American India Foundation is committed to catalyzing social and economic change in India, and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 5.6 million of India's poor. Learn more at www.AIF.org

About the Program

Digital Equalizer (DE) utilizes technology to bridge the educational and digital divide in India by transforming under-resourced schools into dynamic places to teach and learn through collaborative, project-based learning.

DE is implementing IBM STEM for Girls program in Rajasthan, Punjab and Haryana with an objective:

- Leverage coding as a tool to build critical 21st century skills and agency in girls across the country
- Work with state governments and education departments to not just support but advocate for the program in schools.
- Build capacity of the ecosystem - Include teachers and principals as key players in the program - who eventually own and run the program in their respective schools

Key Responsibilities:

Manager- Monitoring and Evaluation is primarily expected to provide comprehensive MEL support as required by IBM Stem for Girls Program, to ensure their successful delivery.

The responsibilities include, but are not limited to:

Program Quality:

- Designs and implements/integrates MEL within IBM STEM for Girls Program
- Works on creating evidence for advocacy initiatives
- Assists and leads on the development of innovative approaches to MEL
- Support the MEL team in developing, piloting and implementing context- based research and analysis methodologies which can be implemented for programs
- Help the state teams with the tracking, reporting and implementation of MEL plans for projects as agreed with program teams

Strategic:

- Design and coordinate/execute policy-relevant research on AIF programmatic approaches as part of AIF's larger system-influencing mandate
- Write research reports, working group papers etc., designed to influence the policy and practice areas of AIFT's thematic foci i.e. Education

- Contribute to the development of AIF's MEL strand by engaging extensively with internal and external stakeholders
- Develop and maintain relations with key stakeholders in the research space, in order to build networks through which to learn and to share programmatic findings

Cross Functional:

- Manage the implementation, tracking and spends of MEL budgets annually, as appropriate, with the DE Director
- Work closely with the Communications team on the development of advocacy and outreach materials to promote programmatic impact results
- Contribute to team-wide communications and knowledge management and MEL, including participating in organization-wide events and discussions on MEL

Qualifications and Experience:

- Post-graduate (Master's degree or PhD) in the social sciences, sociology/anthropology or other relevant discipline with strong qualitative skills and the willingness to learn and use quantitative social research techniques.
- 8-10 years of experience in a similar role, showing progressive responsibility over the years.

Skills and Competencies:

- Strong writing skills with attention to detail and the ability to document fast, accurately and comprehensively.
- Proficiency in M.S. Office (Excel, Power Point and Word) with *demonstrably strong skills* in these.
- Strong communication skills (written and oral) to effectively correspond with a diverse audience. This would require *proficiency* in English and *Hindi or any other Indian language*
- Strong understanding of qualitative research methods including qualitative research protocols, qualitative sampling, the development of qualitative indicators and measures. Knowledge of qualitative data management tools such as ATLAS.Ti/NVivo/Dedoose etc., will be an asset.
- Willing to travel extensively to anywhere in India, especially rural India.
- Able to handle work pressures and deliver under tight schedules and the ability to work well in teams and lead teams, when required to do so.
- An understanding of social/development sector issues in Education

Reporting: The position will report to Senior Program Manager

Other: Salary commensurate with experience. Initially contract shall be issued till May 2020, which shall be renewed yearly thereafter, on the basis of performance.

Position Availability: Immediate

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to derecruitments@aif.org with subject line "**Manager-Monitoring and Evaluation**".

Deadline for applications: **28th Feb 2020**

Only applications of shortlisted candidates will be acknowledged.