

## TERMS OF REFERENCE

### **A.TERMS OF REFERENCE - i4We Monitoring, Evaluation and Learning Coordinator**

#### **The Job**

**Core function:** Will be responsible implementing the Monitoring and Evaluation (M&E) systems in collaboration with the i4We model leads and enabler leads, regularly analyzing the data and providing insights to the team in each of the i4We locations.

#### **Support for designing of monitoring and evaluation systems:**

1. Support the i4We M&E lead in designing monitoring and evaluation systems to be implemented in each of the i4We locations
2. Provide inputs to design technology solutions based on feedback received from the i4We leads and the field implementers

#### **Implementation:**

1. Implement the designed format and mechanisms for Monitoring and Evaluation in each of the responsible locations
2. Provide capacity building support to the end users (health facilitators, programme managers, nurse) to use these mechanisms

#### **Analyze and provide insights:**

1. Analyse the data collected regularly
2. Coordinate with the model leads, program managers and the field team on the feedback related to technology solutions
3. Provide key actionable insights to the users at all levels of the programme

#### **Reports to and coordinates:** i4We Lead - MEAL, Swasti

1. Interacts with and is influenced by the Chief Mentor, CEO, i4We Model Leads, and their respective teams
2. Influences the i4We Model Leads and their respective teams

#### **Age and Gender: No restrictions**

#### **Qualification**

- Ideally a graduate level with knowledge of public health

### **Desired Experience:**

- Ability to understand the community and public health sector
- 0-3 years of experience of working with communities in implementing programmes or in monitoring and evaluation

### **Knowledge of**

- Project Management
- Communities and the public health sector
- Basic excel skills like pivots, charting, key excel formulae etc (Advanced excel skills will be add on)
- Using technology solutions for engagement and monitoring

### **Skills**

- Leadership skills, people management skills and community engagement skills
- Proficiency in computers, basic software (MS Office) and MEAL
- Orientation to details and proactively attitude
- Problem-solving and ability to work with large team
- Fluent English as well as Kannada/Hindi

### **Work Ethics**

- Timely delivery of tasks and milestones with focus on quality and consistency.
- Must work with a sense of urgency.
- Is critical and creative in execution of activities
- Respect all individuals
- Will work to in a focused manner in nurturing and building capacity of i4We program team
- Handholding support to the program team
- Understands the importance of data and places utmost importance to integrity of it

### **General**

The role is seen by the organization as being critical to implementing the M&E in each of the the models and overall for the program. The ideal incumbent is -

- Able to manage pressure and to assess and absorb information quickly
- Able to analyze data quickly and provide insights to the teams for decision making
- Able to understand the issues on the field and communicate the same effectively to external service providers
- Willing to **learn new things**, adapt technology for implementing the model

## **Measurement**

The incumbent will be assessed by the reporting officer on the accomplishment and delivery of all components described.

The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics.

## **Growth Opportunities**

- Grow horizontally, in terms of handling the M&E of other variants of the i4We model
- Grow vertically, in terms of handling M&E of other large scale programme across Swasti and the group organizations