

TERMS OF REFERENCE

A.TERMS OF REFERENCE - Monitoring, Evaluation and Learning Lead

The Job

Core function: Will be responsible for designing and implementing the Monitoring, Evaluation and Learning (MEAL) systems for Swasti's key initiatives and programmes across the country, supporting analysis and insights for decision making and learning.

Designing monitoring, evaluation and learning systems and strategy:

1. Lead designing and implementation of monitoring, evaluation and learning systems and strategy to be implemented in each of the programme locations where programmes are currently being implemented
2. Provide inputs to the Technology for Development (T4D) team to design technology solutions or integrate with the existing ones based on feedback received from field implementation and from overall requirements from Swasti
3. Design evaluation frameworks based on model designs and work with other team members and stakeholders to implement them

Implementation:

1. Implement the designed format and mechanisms for Monitoring, Evaluation and Learning in each of the locations and teams in co-ordination with the leads
2. Provide capacity building support to the end users (health facilitators, programme managers, nurse, swasti team) to use these mechanisms

Analyze and provide insights:

1. Analyse the data collected regularly with support of other team members to provide insights ground up for decision making
2. Coordinate with the teams across all levels on the feedback related to technology solutions
3. Provide key actionable insights to the users at all levels of the programme
4. Distill learnings from the work and support the team with knowledge products

Reports to and coordinates: CEO, Swasti

1. Interacts with and is influenced by the Chief Mentor, Tech4D Lead, model leads, and their respective teams, Swasti MEAL teams
2. Influences each of the stakeholders in the organization with data and insights for better decision making

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
- At least 5 years of experience in monitoring and evaluation preferably in community health programme

Knowledge of

- Project Management
- Communities and the public health sector
- Advanced data analysis and interpretation skills and extensive knowledge of tools required for data analysis and interpretation.
- Designing and using technology solutions for engagement and monitoring
- Evaluation design, methodology
- Basic statistics

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
- Translating data into meaningful information that can be used by stakeholders in decision making
- Fluent English and any regional languages, like Kannada, Telugu, Tamil or Hindi

Work Ethics

- Understands the importance of data and places utmost importance to integrity of it
- 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

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, communicate the same effectively to the stakeholders, and provide solutions
- 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 M&E assignments across group organizations and other organizations as part of consultancy assignments
- Grow vertically, in terms of becoming practice area head for leading public health consulting or monitor for results