

Programme Manager: Monitoring and Evaluation

Position: Programme Manager- Monitoring & Evaluation (full time, 6 month's probation period)

Location: Byculla, Mumbai (for Mumbai-based Candidates only)

Starting date: Immediately

Experience: 5 to 7 years

About Dignity Foundation:

Dignity Foundation is a not-for-profit organisation that has been working for senior citizens since 26+ years. It helps them deal with their insecurities (emotional, financial, health and safety) irrespective of their caste, creed and economic strata, enabling them to lead more dignified, secure, and fulfilling lives. Dignity Foundation is headquartered in Mumbai and has Chapters across five other cities – Bengaluru, Chennai, Delhi NCR, Kolkata and Pune

Job Description:

Candidate would need to have strong analytical thinking and interpersonal communication skills, experienced in working with implementation-based developmental organization/s, and proven experience in designing robust Monitoring and Evaluation systems, MIS platforms, set up processes which build capacity of the teams in data collection, improving quality of solution delivery and benchmarking for the organization.

Roles and Responsibilities :

Lead the on-going development of an M&E system and tools to enable all programme teams to collect, aggregate and support analysis of data seamlessly, in order to meet all relevant reporting requirements and to facilitate and inform programme management and strategy.

- Maintain Dignity Foundation's database.
- Train and mentor staff to help them develop the necessary knowledge and skill sets to run methodologically strong evaluations in their projects and programmes and ensure adherence to M&E standard practices, policies and specifications.
- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ programme results at different levels (outputs, outcomes and impact).
- Develop the M&E Standard Operating Procedures (SOPs). Incorporate programmatic / operational team feedback to ensure the continuous improvement of data management systems.
- Liaison with the Programme Managers and Chapter Heads, review M&E plans for various projects and other monitoring, evaluation, research and learning tools for consistency with the organization's M&E needs.
- Identify what type of technology to implement to bring new synergies between implementation and projects , or between departments.
- Lead the efforts in the development of survey protocols for baseline, midterm and end-line

surveys, research and evaluations of projects.

- Alert and inform the programme manager and senior leadership on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Identify and support documentation of best practices and lessons learned and share with programme managers and relevant stakeholders to maximize impact of the projects; foster a productive relationship and knowledge sharing culture among different teams.
- Prepare M&E reports according to project demands and assist programme managers and Senior Leadership in analysing of the data to communicate key learnings and plan on next steps with implemented projects.
- Lead on design and implementation of qualitative and quantitative data collection such as needs assessments, evaluation surveys using recognised methods of data collection. Liaise with consultants for new survey methodologies. Work with staff to develop and standardize survey tools and other data collection forms for monitoring programmes.
- Coordinate the review all survey reports prepared to ensure quality and accurate reporting.
- Collate/ prepare monthly M&E reports related to internal reporting such as the quarterly and annual reports.
- Conduct regular team meetings for the vertical, as well as programme specific meetings to update all members on best practices and continuing expectations and vision.
- Stay informed about research and trends in the area of monitoring and evaluation and recommend improvements to our systems accordingly.

Education and Experience Requirements:

- A minimum of five to seven years of professional experience with a focus on monitoring and evaluation
- Strong technical competence in research and monitoring and evaluation methods
- Experience working with implementation-based organizations
- Familiarity with research methodologies, tools and analysis for qualitative and quantitative studies
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans
- Strong quantitative and qualitative analysis skills, with proven ability to work with data software packages such as SPSS/Atlas-Ti/ERP Next.
- Knowledge of GIS will be an added advantage
- Good interpersonal and communication skills
- Fluency in oral and written English. Proficiency in other languages such as Hindi, Tamil, Marathi, Kannada, will be an added advantage
- Willingness to participate in field activities/surveys and travel to Chapter cities

Remuneration: up to INR 50000/- per month

Note: Professionals meeting above requirements and with plans to associate with our NGO for

several years, may mail their CV along with a cover letter to and sujay.joshi@dignityfoundation.com by 30th November 2022 along with the Position applied for in the subject line.

Please include below details in the application: Updated CV/Current Location/Current or Last CTC/Expected CTC/Notice Period & Reason for Change. **Please note CVs sent without Cover Letter will not be considered for this position.**

Due to the high volume of applicant response, not all applicants may receive a response from Dignity Foundation. Regret the inconvenience. Dignity Foundation is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. We always encourage women to apply.