

JOB DESCRIPTION

Position Title	Monitoring, Evaluation and Learning Coordinator
Department/ Function	Strategy & Technical Expertise
Band	Coordinator
Location	Delhi
Travel	Up to 30%
Direct Reporting to	Associate Director - MEL
Reportees	None

About: Miracle Foundation India

For the past 10 years, **Miracle Foundation** India has improved the lives of more than 15,000 children and impacted nearly 300 Child Care Institutions. Today, we are an industry leader in family-based care, helping to reunite children with families, and working at the local level to keep children from ever entering the childcare system in the first place.

We utilize the power of data to create real, sustainable change. Our proven Thrive Scale™ methodology is based on the UN Rights of the Child and allows us to systematically measure and improve all aspects of a child's well-being, both in an institutional setting and as they transition to a family.

In order to achieve this, we have two goals:

1. Prevent children from entering the system in the first place.

Every day around the world, social workers, caregivers and government officials make decisions that impact millions of vulnerable children. Along with UNICEF and other partners, we provide highly specialized training and educational resources for these “boots on the ground” workers in the childcare ecosystem.

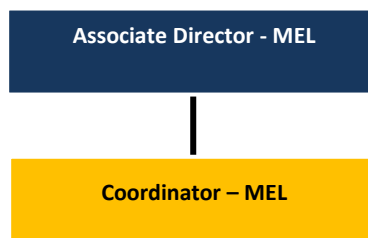
Through this collaboration, Miracle Foundation India has trained 2300+ government officials and caregivers and activated community and youth led initiatives. All of this outreach works to identify and support at-risk children and vulnerable families long before formal interventions become a necessity. This is the future. This is how we break the cycle.

2. Transition children from childcare institutions into families.

After years of supporting children in childcare institutions, we now focus on helping children transition to family-based care. To facilitate this, we've adapted our Thrive Scale™ to measure and activate a child's rights after they return home. Part of this work also involves encouraging childcare institutions to buy-in on the concept of family reunification.

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is a part of the Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit.

Organization Chart



Key Purpose of the Role

This position, along with the Associate Director – MEL, will play a key role to inform and guide the Strategy & Technical Expertise Department, Program Department and Executive Team on the pulse of the program and on the effectiveness of the design, inputs, and methodology used to achieve the program outputs and outcomes. Will play a key role in implementation and adherence of

MEL system to maintain efficiency and effectiveness, documentation of learnings, resolving technical and functional aspects of MIS and ensuring all activities are carried out to the high quality expected by key stakeholders.

Key Roles & Responsibilities

Monitoring & Evaluation

- Coordinate with Associate Director- MEL in preparing and implementation of M&E Plans, Capacity Building plans, MIS, monitoring, evaluation and learning across programs
- Coordination in evaluation designing, implementation, providing of technical inputs for conducting baseline, midline and end-line evaluations as well as for monitoring tools and strategies to ensure project implementation.
- Conduct monitoring activities and check the quality of all data for completeness, consistency, correctness and authenticity of data and make amendments as required
- Assist MEL team in developing data collection procedure/ guidelines and provide feedback to all staff involved in data collection on the quality of data.
- Frequently communicate with program teams, understand the capacity building requirements, do dipsticks to understand the progress/outcome of the project and conduct data collation of field data on prescribed format as per project requirements
- Extract and update secondary information from different sources like NFHS (National Family Health Survey, Census, Ministry of statistics and program implementation etc. and maintain separate database.

Systems

- Work closely with program team for collation of data from different types of sources/surveys i.e., trainings, program activities, evaluation etc. and integrate with the organization's MIS.
- Review the data quality on cloud base technology solutions e.g., amp impact, salesforce and communicate with the program team.
- Conduct trainings and capacity building of the program team and ensure the adherence of M&E framework/protocols/plans
- Resolving issues pertaining to technical and functional aspects of MIS and ensuring timely and quality of data being entered in the MIS system
- Manage large scale complex databases on different thematic areas

Reporting & Learning

- Deliver high productivity and quality data in presentable mode by developing and running validation checks, integrity checks, resolving data discrepancies
- Prepare/draft project progress, evaluation and other analytical reports
- Work closely with program team, play role of an anchor, facilitate for them to think innovatively to prepare quality, impact driven narrative reports.
- Documentation of learnings and facilitate the system for application of data and learnings in decision making and program strengthening

Miscellaneous

- Assist relevant staff in resolving issues pertaining to M&E tools, data, analysis, interpretations etc.

- Participating in meetings, workshops/learning exchanges, webinars and sharing of learnings
- Keep abreast of MEL practices in the space and identify areas of study/research within the areas of the Miracle Foundation's thematic focus.
- Coordinate / carry out other tasks as required by the Line Manager, MEL Team India and US and Organization

Internal Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Program	weekly	<ul style="list-style-type: none"> - Discussion on the progress basis KPIs, - Provide support to the team regarding data collection, collation and quality checks
Program UNICEF team	Weekly	<ul style="list-style-type: none"> - Managing the M & E system - Tracking progress and reporting - Supporting in managing database, analysis, reporting etc.
Capacity Building & Technology	As needed	<ul style="list-style-type: none"> - Supporting in identification areas for capacity building on M&E&L
Resource Mobilization	As needed	<ul style="list-style-type: none"> - Support in drafting concept notes /TORs etc.
MEL	As needed	<ul style="list-style-type: none"> - Support in development of tools, adherence of MEL protocols and guidelines, evaluations etc.

External Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
Partner Organizations	As needed	<ul style="list-style-type: none"> - Evaluating progress and understanding result, capacity building need, challenges, issues etc.
Research agency/Vendors	As needed	<ul style="list-style-type: none"> - For conducting assigned study, data collection, quality checks, reporting etc.
FBAC Network, INGOs, Other Civil Society organizations	As needed	<ul style="list-style-type: none"> - Partnerships & collaborations - Information Sharing and Learning; Networking

Education & Experience Required

Education	Experience
Post Graduate Degree in Social Science/ Biostatistics/ Psychology or other relevant degree is strongly preferred	<ul style="list-style-type: none"> • Minimum 4-5 years of experience in similar capacity and in an NGO/INGO/Organization involved in social research or academic Institutions will be an advantage. • Experience of working in urban and rural development projects, working with state/central government etc. • Experience of working with technology for Monitoring, evaluation and Learning activities

Preferred Skills

- Excellent data management & analysis skills with great command In Microsoft Excel, Word etc.
- Be able to work with a variety of information systems and data files, including large and complex files, transforming raw data into finished products.
- Adapting and using technology for M&E activities for collecting, reviewing, analyzing and presenting data
- Basic understanding of research methods & techniques (quantitative/qualitative) and protocols.
- Self-motivated, disciplined individual who can perform at a high level in a fast - paced environment.
- Strong organizational, analytical, problem-solving, critical thinking skills.
- Excellent Hindi and English written and verbal communication skills and be able to articulate thoughts, observations and recommendations in clear manner
- Excellent writing skills for program progress, narrative and other analytical reports.
- Respect for the core value of Miracle Foundation India and high level of empathy towards the project participants and the children we serve.
- Willing to spend time in the field outside of a regular office environment and have a flexible attitude
- Good understanding of Child Rights, Human Rights, Child Protection, J. J. Act
- High level of integrity, honesty, openness and sound judgement
- Ability to collaborate with a diverse team in a multidisciplinary and multicultural setting, with an ability to work independently when needed

Child Safeguarding Policy

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation must sign and comply with the Miracle Foundation's Child Safeguarding Policy which is a statement of Miracle Foundation's commitment to preventing abuse and protecting children with whom it comes into contact.

This extends not only to children with whom Miracle Foundation and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Miracle Foundation's India Code of Conduct sets out the standards to which all staff members must adhere.