

**JOB DESCRIPTION**

<b>Position Title</b>	Monitoring, Evaluation and Learning Manager
<b>Department/ Function</b>	Strategy & Technical Expertise
<b>Band</b>	Manager
<b>Location</b>	Delhi
<b>Travel</b>	Up to 30%
<b>Direct Reporting to</b>	Associate Director - MEL
<b>Reportees</b>	Coordinator
<b>Salary Range</b>	8 -9.9 LPA

**About: Miracle Foundation India**

Working with the vision of a family for every child, for the past 10 years, Miracle Foundation India has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC), helping to reintegrate children with families, and working at the local level to prevent child separation from family.

**In order to achieve this, Miracle Foundation India focuses on the following three program objectives:**

- 1. Prevention & Gatekeeping** –children stay in families through effective gatekeeping by the social workforce
- 2. Transition** – transition children from institutions to families /F-BAC options through support to Government
- 3. Youth Enablement** – enable youth and care leavers to live a meaningful and productive life

The inherent approach of Miracle India's work has been about capacity building, strengthening the existing systems to support the Government and civil society organisations in strengthening FS and F-BAC in keeping with the vision of the Juvenile Justice (Care & Protection) of Children Act 2015.

Miracle India utilizes the power of data to create real, sustainable change, the organisation's proven Thrive Scale™ methodology is based on the UN Rights of the Child, is integrated with the tenets of child and family assessment (Individual Care Plan - ICP and Social Investigation Report - SIR). The Thrive Scale™ provides for systematic measurement and improvement in all aspects of a child's well-being as part of the case management process aimed at sustained prevention of children's separation from the family as well as safe and permanent reintegration of children with families.

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

**Organization Chart**

Associate Director - MEL

MEL Manager

**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 Impacts 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**

- Work closely with Associate Director- MEL in preparing and implementation of MEL frameworks, Capacity Building plans, MIS, monitoring, evaluation and learning across programs
- Overall, in-charge of MEL system and process and adherence of MEL protocols across the programs. Being custodian of data, ensuring all aspects of data privacy.
- Lead in conceptualizing evaluation/research design and implementation of baseline, midline and endline. Conducting research as needed to build impact evidence.
- Conduct monitoring activities and check the quality of all data for completeness, consistency, correctness and authenticity of data and make amendments as required
- Support 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
- Support the Associate Director MEL in engagement with relevant organisations in the child protection eco system for learning exchange of best practices in MEL.
- Write research papers, blogs and articles.

### **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 etc. 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**

- Creating outcome/process-based dashboards and Impact and analytical Reports, reviewing and sharing what is working well and what is not.
- 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&EL systems and process, 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 India, and US Team

#### **Internal Relationships**

<b>Role – Department</b>	<b>Frequency of Interaction</b>	<b>Purpose of the Interaction</b>
Program Team	Weekly	<ul style="list-style-type: none"> <li>- Capacity building and adherence of MEL systems and process</li> <li>- Discussion on the progress basis KPIs,</li> <li>- Provide support to the team regarding data collection, collation and quality checks</li> <li>- Quality Assurance Checks</li> </ul>
Strategy and Technical Expertise	Bi-weekly	<ul style="list-style-type: none"> <li>- Alignment with the larger organizational goal and strategy</li> <li>- Evidence based support in formulating strategy</li> </ul>
Capacity Building Team	As needed	<ul style="list-style-type: none"> <li>- Supporting in identification areas for capacity building on M&amp;E&amp;L</li> <li>- Integration of learnings in the regular capacity building plan</li> <li>- Quality Assurance Checks</li> </ul>
Technology and Automation Team	As needed	<ul style="list-style-type: none"> <li>- Aligning with the program and MEL system and process</li> <li>- Tracking progress and reporting</li> <li>- Dashboards</li> </ul>
Resource Mobilization Team	As needed	<ul style="list-style-type: none"> <li>- Support in drafting concept notes /TORs etc.</li> <li>- Result framework for potential proposals</li> </ul>
Monitoring, Evaluation and Learning Team	Weekly	<ul style="list-style-type: none"> <li>- Building robust MEL systems and process</li> <li>- Support in development of tools and, guidelines and processed</li> <li>- Conceptualizing and executing evaluations and research</li> <li>- Evidence documentation, research papers etc.</li> </ul>

#### **External Relationships**

<b>Role – Department</b>	<b>Frequency of Interaction</b>	<b>Purpose of the Interaction</b>
Partner Organizations	As needed	<ul style="list-style-type: none"> <li>- Evaluating progress and understanding result, capacity building need, challenges, issues etc.</li> </ul>
Research agency/Vendors	As needed	<ul style="list-style-type: none"> <li>- For conducting assigned study, data collection, quality checks, reporting etc.</li> </ul>

FBAC Network, INGOs, Other Civil Society organizations	As needed	<ul style="list-style-type: none"> <li>- Partnerships &amp; collaborations</li> <li>- Information Sharing and Learning; Networking</li> </ul>
<b>Education &amp; Experience Required</b>		
<b>Education</b>		<b>Experience</b>
Post Graduate Degree in Social Science/ Biostatistics/ Psychology or other relevant degree is strongly preferred		<ul style="list-style-type: none"> <li>• Minimum -6-8 years of experience in similar capacity and in an NGO/INGO/Organization involved in social research or academic Institutions will be an advantage.</li> <li>• Experience of working in urban and rural development projects, working with state/central government etc.</li> <li>• Experience of working with technology for Monitoring, evaluation and Learning activities</li> </ul>
<b>Preferred Skills</b>		
<ul style="list-style-type: none"> <li>• Excellent data management &amp; analysis skills with great command In Microsoft Excel, Word, PPT etc.</li> <li>• Excellent understanding of research methods &amp; techniques (quantitative/qualitative) and protocols.</li> <li>• Working knowledge of statistical computer packages like SPSS, STATA etc.</li> <li>• Be able to work with a variety of information systems and data files, including large and complex files, transforming raw data into finished products.</li> <li>• Adapting and using technology for M&amp;E activities for collecting, reviewing, analyzing and presenting data</li> <li>• Self-motivated, disciplined individual who can perform at a high level in a fast - paced environment.</li> <li>• Strong organizational, analytical, problem-solving, critical thinking skills.</li> <li>• Excellent Hindi and English written and verbal communication skills and be able to articulate thoughts, observations and recommendations in clear manner</li> <li>• Excellent writing skills for program progress, narrative and other analytical reports.</li> <li>• Respect for the core value of Miracle Foundation India and high level of empathy towards the project participants and the children we serve.</li> <li>• Willing to spend time in the field outside of a regular office environment and have a flexible attitude</li> <li>• Good understanding of Child Rights, Human Rights, Child Protection, J. J. Act</li> <li>• High level of integrity, honesty, openness and sound judgement</li> <li>• Ability to collaborate with a diverse team in a multidisciplinary and multicultural setting, with an ability to work independently when needed</li> </ul>		
<b>Child Safeguarding Policy</b>		

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.