

JOB DESCRIPTION

Position Title	Sr. Manager, Monitoring, Evaluation and Learning (MEL)
Department/ Function	MEL
Location	Delhi
Travel	Up to 40%
Direct Reporting to	Director - MEL
Reportees	None

About: Miracle Foundation India

Miracle Foundation India works with a vision of a family for every child in our lifetime. We are part of a movement to reunite orphaned children with their families. Collectively, with partners all over the world, we believe we can end the need for orphanages in our lifetime. Miracle Foundation is working tirelessly to help stabilize children in families and also working to prevent at-risk children from ever entering the system in the first place. The organisation has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC).

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

- 1. Prevention** –children stay in families through effective gatekeeping by the social workforce
- 2. Transition to families** – transition children from institutions to families /F-BAC options through support to Government

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.

Key Purpose of the Role

This position 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

- Coordinate with 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
- 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
- Digitizing/automating MEL systems, process, dashboards in coordination with the Executive/ IT Team

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.
- 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

- 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
- Support the Director - MEL in showcasing the Miracle Foundation's technology expertise.
- Any assignment given by the Regional Director & Sr. Management.

Note: Please note that background and reference checks are standard procedures in our hiring process. Additionally, ethics is a fundamental aspect of our organizational culture, reflected in both daily operations and annual performance evaluations.

Child Safeguarding Policy

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation India must sign and comply with the Miracle Foundation's India Child Safeguarding Policy which is a statement of Miracle Foundation's India 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.

PSEAH (Policy on Prevention of Sexual Exploitation, Abuse and Harassment)

Any individual associated with Miracle Foundation India, including employees, consultants, interns, volunteers, contractors, and suppliers engaged in activities on behalf of the organization, is required to sign and adhere to the Prevention of Sexual Exploitation, Abuse, and Harassment Policy (PSEAH). This policy mirrors Miracle Foundation India's unwavering commitment to preventing any form of exploitation, abuse, or harassment and ensuring the safety and well-being of all individuals with whom the organization interacts.

This commitment extends beyond direct beneficiaries to encompass anyone for whom Miracle Foundation India and its partners assume responsibility. Upholding the belief that the circumstances of individuals, especially vulnerable populations such as children, must be enhanced through the promotion of their rights, Miracle Foundation India mandates compliance with the Prevention of Sexual Exploitation, Abuse, and Harassment Policy as an integral component of its overarching Code of Conduct. The Code of Conduct establishes the ethical standards and behavioral expectations to which every staff member must strictly adhere, thereby fostering a secure and respectful environment for all.

