



## Manager – Monitoring And Evaluation

**Department:** Impact QAMIS  
**Location:** Head Office, Mumbai  
**Level:** L4

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Information Links

[www.educategirls.ngo](http://www.educategirls.ngo)

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[First TED Audacious Project to be chosen from Asia](#)

**Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence**

## Join Us in Transforming Lives: M&E Manager

<b>Designation</b>	<b>M&amp;E Manager</b>
<b>Location</b>	Mumbai / Remote
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	<b>Head Impact</b>
<b>Functional repartees</b>	NA
<b>Employment level</b>	L4

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan, Madhya Pradesh, Bihar and Uttar Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to "know and do" what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together	<b>Ensuring Alignment</b> – Think differently but work together	

## Job Profile

### Scope & overview of the role

The M&E Manager will support the design of the Monitoring and Evaluation (M&E) framework, oversee its implementation on the ground, generate insights and red flags, and share detailed reports with stakeholders. The role will also involve providing data-driven inputs to refine the program for the next cycle and ensure continuous improvement in implementation and outcomes.

### Core responsibilities

1. **Design and Implementation of M&E Framework:**
    - Support in designing and refining the Monitoring and Evaluation framework for the Pragati Program.
    - Qualitative and Quantitative tool development for monitoring.
  2. **Field Monitoring and Data Collection:**
    - Oversee the implementation of baseline, midline, and endline evaluations to track program progress and outcomes.
    - Ensure field-level data collection processes are accurate, consistent, and timely.
  3. **Data Analysis and Insights:**
    - Analyze quantitative and qualitative data to assess program effectiveness and identify trends in program performance.
    - Generate actionable insights and red flags to inform program strategy and operational improvements.
  4. **Stakeholder Reporting:**
    - Prepare and share detailed reports with key stakeholders, including program teams, donors, and government partners.
    - Contribute to the planning and refinement of program activities based on data insights.
  5. **Training and Capacity Building:**
    - Work with the team to train and build capacity of field staff, including Preraks, Pragati Coordinators, and other relevant personnel.
  6. **Data Quality Assurance:**
    - Ensure the accuracy, completeness, and reliability of data collected from the field through regular audits, validations, and follow-ups.
  7. **Program Learning ,Feedback and Continuous Improvement:**
    - Provide insights and recommendations for the next program cycle to improve design and implementation.
    - Document lessons learned and best practices to inform broader organizational strategies.
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**Preferred Education Background:**

Minimum is a Master's Degree in a relevant data field or a related field of social sector.

**Preferred Work Experience:**

1. Proven experience in the **social sector** with a strong focus on **Monitoring and Evaluation**.
2. A minimum of **10+ years of professional experience**, with at least **5 years in M&E roles**.
3. Demonstrated expertise in using **frameworks** such as **log frames** and **theory of change** to guide program monitoring and evaluation.
4. Extensive experience in **advanced data collection and analysis methods**, including designing and implementing surveys, analyzing qualitative and quantitative data, and generating actionable insights.

**Preferred Technical Skill Set:**

1. **Technical Skills:**
  - o Proficiency in **Excel** and **SPSS** is required; knowledge of **SQL** and **Python** is desirable.
  - o **Qualitative and quantitative evaluation methods**.
2. **Analytical Skills:**
  - o Advanced skills in **data analysis**, generating actionable insights, creating dashboards, and interpreting trends to guide program decisions.
  - o Experience in developing and refining **indicators, frameworks, and KPIs** for monitoring and evaluation.
3. **Project Management:**
  - o Strong organizational skills, with the ability to **prioritize tasks, manage timelines, and multitask** effectively in a dynamic program environment.
4. **Communication Skills:**
  - o Exceptional skills in **report writing** and **stakeholder communication**.

**Preferred Skill Set:**

- Fluent in written and spoken English and Hindi.
- Ability and willingness to travel up to 15-20% of the time in specific months to program areas at the state/district/block levels, as may be required.

APPLY HERE : <https://forms.gle/wb5yFQnnTDAjZk1s8>

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."

