Job Description

Monitoring, Learning and Evaluation Specialist, Upfront

Number of vacancies:1
Location : Delhi
Position : Monitoring, Learning and Evaluation Specialist, Upfront
Qualification: Master's degree in social science(preferred)
Experience: 3 to 5 years work experience in brand management, marketing, marketing communication, account management/ client servicing experience
Pay band – To be discussed

Upfront is an brand entity striving to make *wellbeing a reality for workforces*, is proudly Indian and global and is committed towards enriching the lives of the workforce* by working for their rights, entitlements, health, agency, safety, financial security and building resilience. Upfront aims to achieve these by unlocking human potential, making 'systems' work, enabling investment on workforce wellbeing a critical value proposition for both social and business outcomes. Upfront works towards achieving the sustainable development goals (SDG) with a focus on SDG 3 (Good health and Well-being), 5 (Gender Equality), 8 (Decent Work & Economic Growth), 11 (Sustainable Cities and Communities), 13 (Climate Action) and 17 (Partnerships) to ensure sustainability, scale and impact by positively influencing and transforming policies, programs and practices.

The MLE Specialist will provide techno-managerial leadership for designing, planning, and implementing activities. This will include ensuring high-quality, timely, and verifiable data recording, analysis, and interpretation of key results and learning agenda of projects. It will also involve participating, contributing, and supporting in design, content development, learning, and capacity-building activities.

Roles and Responsibilities: Working closely with the Upfront leadership positions, the candidate will be expected for the following-

Design MLE System & capacity development

- Design, develop, and manage a result-based MEAL system, guidelines, SoP/manuals, and references related to MEAL.
- Develop M&E framework and plan for projects and institutional initiatives
- Develop and manage the data dashboard and MIS
- Develop and design data collection systems, tools, and techniques.

- Prepare an annual action plan for the MLE department incorporating the targets of the MLE department.
- Support team members in executing M&E systems and processes, and provide M&E-specific capacity-building and mentoring as needed.
- Conduct capacity development programs of MLE related topics (trainings, workshops and seminars etc.)

- Conduct and support in endline/baseline/evaluation and develop reports at the project levels

Implementation of System
- Provide guidance-based support to project teams, and implementing partners on implementing MEAL framework/plan.
- Undertake field visits to monitor project implementation, identify bottlenecks, and provide feedback for improvement.
- Ensure execution of internal/external assessment (baseline, mid-term, and final evaluation) and ensure quality methodology and analysis as well as timely delivery.
- Support and guide to ensure the quality delivery of assessment reports (baseline, assessment, evaluation, etc.) conducted internally or externally.
- Conducted/Guided/coordinated project managers on monitoring and review meetings of the projects and initiatives.

Research, Survey and Assessment
- Oversee the designing and implementing internal/external assessments and survey in projects.
- Design and develop assessment/survey ToR, and facilitate assessment and survey as per requirement.
- Ensure the quality of assessment/survey procedures and high-quality and timely preparation & submission of reports.

Functions	Results
Data to information	All agreed data and dashboards are available as per programme requirements and aid in Performance Management, Accountability, Learning and Planning (PALP)
Quality of information	Ensure that the errors in reports and dashboards are less than 1%.
Process and data to learnings	Learning reports based on insights, field processes, discussions

Qualifications / Experience / Knowledge
-
  Master's degree in social science (sociology, anthropology, development studies or other related field) with at least 3 years of experience in humanitarian and/or development organization in designing, implementing and overseeing Monitoring and Evaluation (M&E) related tasks.

- Strong ability in Quantitative Data Analysis, Experience in developing evaluation techniques, MIS, dashboards, and reports. Strong oral and written English communication. Understanding and knowledge of technology tools like Tableau, PowerBI, etc

- Expertise on result-based management, research techniques, different approaches of data collection, analysis and reporting
- Fair understanding of all regulatory, ethical, & donor compliance of data privacy and confidentiality in the MERL is highly desirable
- Experience on designing and conducting research or survey related to development issues
- Good interpersonal, communications and facilitation skills
- Working knowledge of English language along with writing and communication skills

If you are interested in this job, please email your CV and cover letter to astha.b@catalysts.org with "Application for MLE Specialist '' as subject line.