

MEAL Coordinator – Roles & Responsibilities

MEAL Coordinator Full time

Location: Maharashtra

About Us:

To actualize this vision, CORO aims to build grassroots capacities and strengthen grassroots voices and actions to generate a sustainable and regenerative impact. Value-adhering, thoughtful, and active grassroots leaders and grassroots organizations are envisaged as apparatus for creating such an impact.

Position Overview:

The Monitoring, Evaluation & Learning (MEL) Coordinator shall be responsible for managing the monitoring, evaluation and learning activities, including developing and implementing the MEL framework, performance indicators, MEL tools, and data quality assurance processes to ensure the timeliness and validity of data entry.

Key Responsibilities:

A. Monitoring and Evaluation (M&E)

- Overall responsible for 50 leaders and 25 organisations with regards as MEL activities of GLDP.
- Provide support to the MEL and Management on M&E systems and operations.
- Provide support and build capacity of M&E colleagues, as requested, across GLDP and other programmes of CORO India.
- Provide support in proposals and project agreements with expertise and thought leadership to establish adequate M&E
- Monitor the quality, reliability and relevance of data collected to ascertain the outcome, impact and sustainability of programmes and projects.
- Recommend as needed improvement in the programme implementation.

B. Learning

- Work with other verticals at the organisations to develop learning agenda, strengthen integration of learning in programmes and the organisation's voice in relevant sector forums.
- Keep up-to-date with emerging and trending best practice in processes and tools for M&E including evaluations of similar programmes.
- Take a lead role in extracting and consolidating evidence and learning from evaluations. Projects and programmes to identify best practice across CORO's work area.

Qualifications and Experience:

- MSW (Master of Social Work) or equivalent degree.
- Minimum 3 years of experience of work in development sector, preferably in Monitoring Evaluation and Learning vertical.
- **Skills Set: (Soft skills)**
 - 1) Critical thinking
 - 2) open to learn
 - 3) analytical and negotiation skills
 - 4) Social and effective communication skills
 - 5) Facilitation skills
 - 6) Reporting, planning and reviewing
- Be non-judgmental and empathetic approach.
- Ability to manage and lead a team with openness and humility.
- Be creative, proactive and self-driven.
- Ability to think out of the box, solution driven and innovative.
- Excellent interpersonal and communication skills.

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- Fluency in Hindi and English both in writing and communication.
- Open to learn and explore.

What We Offer:

- An opportunity to make a meaningful impact in the community and support important causes.
- A collaborative and inclusive work environment.
- Between Rs. 35,000 to 40,000 per month, based on experience and qualifications

How to Apply:

Interested candidates should submit their resume, a cover letter detailing their relevant experience, and contact information for three references to sadhana.p@coroindia.org. Please include "Compliance Officer Application" in the subject line.

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