

Job Summary: MEAL Lead at CORO INDIA

CORO India, a 35-year-old non-profit organisation, is looking for an experienced person to head its Monitoring, Evaluation, Accountability and Learning (MEAL) function. The MEAL Lead will manage the MEAL at CORO, leading monitoring, evaluation, learning and reporting activities for all of CORO's programmes.

The MEAL Head is expected to have a high level of self-initiative and use critical thinking skills to identify and fill gaps and opportunities. The MEAL Head will work closely with the Lead, Grassroots Movement and also the programme leads. The MEAL Head should have the ability to work sensitively and positively with programme teams and promote a learning environment.

Key Responsibilities:

- Provide strategic direction for the development and maintenance of MEAL systems, and the roll-out of new initiatives
- Set-up and oversee the implementation of the MEAL system, including all tools and data collection processes for program activities.
- Work with program managers and Lead, Grassroots Movement, to refine logframes and Program Lead
- Manage various donor-mandated data management and reporting systems
- Develop and review frequently the Project's MEAL Plan including Data Management Plan
- Plan and lead all MEAL activities including the baseline, midterm and final program evaluations, and develop standards for data collection
- Work with the CTO to design and implement project management systems to reflect program progress and needs; enforce proper usage of these systems by program staff
- Collect, analyze and validate information and data on the performance indicators
- Present data analysis and periodic reporting in consultation with technical staff and leadership
- Ensure that lessons learned throughout the project are captured and communicated to internal and external stakeholders through appropriate channels
- Liaise with various stakeholders and project-related donors on relevant program MEAL concerns
- Take on overall responsibility for project reporting including weekly, monthly, quarterly, annual, final and ad-hoc reports
- Work with team members and leadership to help build a culture that uses data and evidence for learning and improvement
- Manage the team of MEAL co-ordinators to oversee data collection and
- Ensure that transparent high quality accountability mechanisms are in place for all programs and are regularly monitored and evaluated

Qualifications:

- Master's degree in a field related to program management, statistics or similar
- Minimum 10 to 12 years' experience in an NGO, on M&E for development programs in a position of responsibility
- Familiarity with principles and current approaches to MEL of development programs using both quantitative and qualitative methods
- Experience with participatory MEAL systems
- Proficiency in database development/management, SPSS, EPI-Info, Access, Excel and skills in analyzing, interpreting and communicating information to various stakeholders
- Experience using technology for data collection
- Experience in conducting quantitative and qualitative assessments and surveys (including sound understanding of sampling issues)

Desired skills:

- Demonstrated ability to manage, lead and communicate effectively with team members of varied work styles, follow procedures, and meet deadlines
- Ability to transfer knowledge through formal and informal training
- Excellent oral and written communication skills, ability to work well with people, good judgment and commitment to the CORO vision
- Fluency in English, Hindi and Marathi

Location:

This position is based at CORO India, located in Chembur, Mumbai, Maharashtra, India. However, the candidate is expected to travel extensively to all program areas to understand on ground activities and outcomes

Salary range:

The salary for this role will be based on the candidate's experience and past salary, and will be as per industry standards, keeping in mind those in the non-profit sector as well.

Application Process:

Interested candidates are invited to submit their resume, a cover letter explaining their qualifications and interest in the role, and references to careers@coroindia.org

Only shortlisted candidates will be contacted for interviews.