

Job Description: Manager Monitoring & Evaluation

About us :

Muskaan Dreams is a social impact Ed-Tech nonprofit, committed to bridging the digital divide in government schools by empowering teachers with technology so that every student has the opportunity to take advantage of digital learning and skilling in order to prepare for the future with rapidly evolving needs in the job market. For more information, please visit www.muskaandreams.org

Our Vision: Digital promise to Every Child

Summary:

Designation	Manager Monitoring & Evaluation
Reporting to	Program Lead
Experience	4-6 Years Experienced in Non for Profit Sector (Education Preferred)
Vertical	Monitoring & Evaluation
Location	Delhi NCR
Employment Type	Full-time
Employment Level	Mid-Level
Joining Date	Immediately

Job Summary: We are a looking for an experienced Manager to lead our Monitoring, Evaluation Vertical. Measuring the impact of our organization, especially as we grow towards bridging the Digital Divide in Government Schools across India. This is an exciting opportunity for an individual that wants to lead the development and strengthening of our Monitoring, and Evaluation vertical brings rigour to our programme evaluation and ensures that we are iterating on programme design and course correcting, where necessary, using data and evidence.

- Expert in M&E Strategy, planning and methodology
- Provide support to project design activities including the development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)
- Developing a Monitoring and Evaluation Plan and tools for the projects
- Helping determine performance and impact indicators and targets
- Experience in working in ensuring that strategic M&E in the development sector

Key Responsibilities:

1. M&E design and strategy

- Lead the design and execution of the organization-wide M&E strategy
- Lead monitoring and impact evaluation internally or collaborate with external agencies, analyse findings from such evaluations and use learnings to inform programme design.
- Evaluate the performance of all core programmes of Muskaan Dreams through tools defined in the Monitoring and Evaluation Framework.
- Build and implement different systems and processes to improve M&E and program cycles
- Be the point of contact for Muskaan Dreams with global and Indian M&E leaders, to shape the M&E agenda of the organization and sector.

2. Operations & Data Capturing

- Led the design of the monitoring and evaluation framework and the tools for different Muskaan Dreams programmes.
- Ensure tiM&Ey implementation of monitoring projects with a strong focus on execution and quality assurance – including data validity checks, analysis/interpretation and editorial support.
- Build the capacity of the different programs teams to define impact, , and interpret and use data to drive programmatic decision-making.

3. Research & Development

- Collaborate with the communication team and senior leadership teams to build Muskaan Dreams into a thought leader in the sector
- Lead research projects to collect and analyse data from organisations across India and abroad to build evidence which can be used to inform practitioners, funders and policymakers within the education sector.
- Generate and disseminate good practices and lessons, as identified through M&E implementation and communicate organizational and program impact to external audience
- Undertake empirical research projects to unearth learnings from the Muskaan Dreams Exemplar Schools to contribute towards our scale programs
- Produce high-quality, periodic reports of the evaluation for internal use and for funder reports

4. Team Development & Growth

- Lead and coach a team of 5-7 individuals across geographies to produce high-quality outputs
- Build and expand the team based on program and organizational requirements
- Collaborate with peers to leverage M&E as a strategic driver for organizational development

Ideal Skill & Qualifications Required:

- Master's degree in international development, statistics, education, , public policy, economics, or related field
- Advanced certificate in M&E, statistics, data analysis or economics is preferred
- A minimum of 6-8 years of experience in private or public sector organisations; including demonstrated success in research management and monitoring and evaluation programs in the development sector.
- Experience in working in ensuring that strategic M&E in the development sector
- Expertise in designing, implementing, and executing M&E systems from project conceptualisation to project implementation, including indicator selection, target setting, tool development, data collection, reporting, database management, and developing M&E and performance monitoring plans
- Excellent knowledge of the major monitoring and evaluation methodologies (e.g. quasi-experimental designs, pre-post, qualitative, quantitative, mixed-method, and impact assessment etc.) and data collection and analysis methodologies.
- Excellent quantitative, qualitative, problem-solving, analytical and statistical analysis skills (including advanced Microsoft Excel skills and experience with analytical tools such as SPSS, Stata, R, Alteryx, or Python)
- Capacity to synthesize monitoring data into the effective presentation of results to help guide recommendations on performance improvement.
- Ability to unearth learnings from programs and contribute to thought-leadership pieces
- Understanding of different interventions and innovations in education from research or classroom experience is preferred
- Ability to present data and engage with government stakeholders to ensure the sustainability of the M&E results
- Understanding of student assessment data and prior experience with managing third-party evaluations is preferred
- Experience with outcome-based evaluations/financing is considered a plus

Compensation:

Muskaan Dreams offers compensation as per the experience & competitive pay with excellent benefits. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun and rapidly growing organization that is transforming the lives of millions of children in India by focusing on digital literacy and skill-building in education.

To be successful at Muskaan Dreams, you will also:

- Have a passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Muskaan Dreams is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. EOE/M/F/Vet/Disabled

How to Apply: Please send your updated resume to info@muskaandreams.org

Process: Profile submission<>Assignment<>Personal interaction<>Final discussion.

Note: A typical recruitment process for these roles takes about 30-45 days, we'll keep you updated about the progress through email.

For queries: +91 9754175881 (use WhatsApp) or info@muskaandreams.org

“Only Apply if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply.

“Digital Promise to Every Child”

