

**Mahila Abhivruddhi Society (MAS)**  
**Job Description for the position of MEL Specialist**

Reporting to	:	Project Manager
Location	:	Hyderabad
Closing Date	:	30 September 2017
Positions reporting	:	MEL Specialist from the field
Salary	:	Competitive salary package based on qualification and experience

**About MAS**

Mahila Abhivruddhi Society (MAS) is a National level technical resource organization working for the advancement of people's institutions such as women self-help groups (SHGs), SHG federations, farmer institutions, and other community based organizations who believe in and respect the spirit of self-help and keep it as a guiding principle. It works closely with the state governments and key stakeholders in development sector towards achieving poverty reduction and socio-economic empowerment of the marginalized and the poor. More details can be seen in the Website: [www.apmas.org](http://www.apmas.org)

**About MNCH Project**

Mahila Abhivruddhi Society, Andhra Pradesh (APMAS) in partnership with Institute for Human Development (IHD) will implement the action research project, '**Effectiveness of Urban Self Help Groups (SHGs) for Improved MNCH Outcomes**' with the support of BMGF. The prime objective of the project is to develop and explore the efficacy, effectiveness, and cost effectiveness of community-based models for addressing MNCH (maternal, newborn and child health) outcomes of urban poor, particularly through women self-help groups in three selected towns of two states (Andhra Pradesh and Telangana). The project would provide findings on viable pathways for urban poor women to achieve improved health, development, and empowerment outcomes through SHGs and their federations - towards achieving desirable outcomes in MNCH practices with special focus on the poor and vulnerable families.

**Challenges**

- Deliver best in class efficiency and innovation in planning, monitoring and evaluation techniques
- Build confidence and strengthen the field teams in PME
- Be result-oriented with a demonstrated ability in problem solving

## **Role and Responsibilities**

- Development and implementation of the project's M&E system ensuring clearly defined and measurable objectives, activities, and indicators to assess project implementation and results
- Coordination and integration of input from project staff and IHD regarding project benchmarks and indicators
- Development and implementation of appropriate and innovative monitoring and evaluation tools, reporting guidelines for the project
- Development of ToRs and concept papers for various M&E studies, surveys, assessments, evaluations and other relevant studies
- Conduct scheduled performance reviews with program technical staff and respond to ad hoc information requests as needed
- Conduct data quality assessments & data audits to ensure that the collected data is accurate and maintain the integrity of the project.
- Collect and/or verify M&E and coordinate of the project activities through regular visits to the project locations; when needed
- Knowledge Management
- Strategic and technical guidance to the project's research priorities, and the development and dissemination of MNCH strategies
- Development and coordination of various mechanisms for knowledge exchange such as an online knowledge portal (website), webinars, and face-to-face learning workshops
- Identification of knowledge gaps and implementation of innovative techniques to address those gaps, such as participatory learning and action approaches and social network analysis
- Build the capacity of field team to maintain an excellent M&E system, including the periodic reflection and analysis of monitoring data
- Establish and maintain feedback mechanisms of project results for decision making;
- Adapt tools to ensure accountability measures and reporting are integrated
- Prepare regular reports of the M&E
- Maintain a filing system for all M&E activities, reports and analyses in hardcopy, and on hard disk and backups.
- Travel extensively to all project locations to supervise M&E duties described above
- Work closely with and collaborate with IHD staff in M&E, research, and research utilization and learning, to achieve the highest technical quality of deliverables
- Significantly contribute to work plans, quarterly and annual reports, financial reports, and other reports and papers summarizing project results and evidence
- Participate in project reviews / planning meetings and Prepare and make presentations at professional meetings and conferences
- Any other reasonable task requested by management.

## **Desirable Qualifications, Skills & Competencies**

- A Masters degree in monitoring and evaluation, statistics, international development or related field
- Minimum seven years experience in the design and implementation of MEL in policy development and advocacy projects implemented by national/international NGOs
- Experience working in collaborative and team research projects on gender, health, MNCH
- Demonstrated skills in design of monitoring and evaluation systems for development programs and projects
- Proven ICT skills, especially in the use of various MIS software
- Thorough understanding of technical concepts related to project management such as logical frameworks, results-based management, evidence-based advocacy, and research methodology.
- Expertise in analysing data using qualitative and statistical data analysis software
- Excellent analytical and writing skills in English
- Ability to work independently and in a team and coordinate with others when required
- Has excellent communication skills (written and oral)
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Skills in development of web based applications, SQL based database and cell phone based applications and ability to supplement a project with ICT options

## **How to apply**

Interested and qualified candidates should send your CV to **hr@apmas.org** and mention the post you are applying for in the subject line. Only Shortlisted Candidates will be contacted.