

Mahila Abhivruddhi Society, Andhra Pradesh (APMAS)

Job Description for the position of MEL Specialist

Position : MEL Specialist
Project : Improved Nutrition & Health of Adolescent Girls & Women
Location : Hyderabad
Reporting to : Project Manager
Positions reporting : Project Officers
Closing date : 5 October 2017

About APMAS: Mahila Abhivruddhi Society, Andhra Pradesh (APMAS) 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

About the Project: APMAS in partnership with Institute for Human Development (IHD) is implementing the action research project, "**Improved nutrition & health of Adolescent Girls, and Women**" with the support of BMGF. The prime objective is to develop and explore the efficacy, effectiveness, and cost effectiveness of community-based models for addressing nutrition outcomes of adolescents and women (**15 to 29 years**) of urban poor in GHMC, Telangana and Ongole & Tirupati towns, Andhra Pradesh.

Role and Responsibilities

- Develop appropriate and innovative monitoring, evaluation and learning (MEL) tools and reporting guidelines for the project in consultation with the APMAS and IHD teams
- Assess the requirement of relevant software as per agreed MEL design and tools, procure and train the project team
- Implement MEL systems 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 of ToRs and concept papers for various MEL 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.
- Build the capacity of field team to maintain an excellent MEL system, including the periodic reflection and analysis of monitoring data
- Collect and/or verify MEL and coordinate of the project activities through regular visits to the project locations

- Knowledge Management
- Provide strategic and technical guidance to the project's research priorities
- Develop suitable mechanisms for knowledge exchange such as an online knowledge portal (website), webinars, and face-to-face learning workshops
- Establish and maintain feedback mechanisms of project results for decision making
- Prepare and share regular reports of the MEL
- Maintain a filing system for all MEL activities, reports and analyses in hardcopy, and on hard disk and backups.
- Travel extensively to all project locations to supervise works as described above
- Work closely with and collaborate with IHD staff in MEL, 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 nutrition/health related projects implemented by national/international NGOs
- 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
- 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 in English and Telugu (written and oral)
- Skills in development of web based applications, SQL based database and cell phone based applications and ability to supplement a project with ICT options
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

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.