

Mahila Abhivruddhi Society (MAS)

Job Description for the position of MEL Specialist

Reporting to	: Project Manager
Location	: Hyderabad
Closing Date	: 10 February 2017
Salary	: Competitive salary package based on qualification & experience
Travel	: Frequent travel to the project operational areas
Essentials	: Experience in MNCH/Public health and proficiency in Telugu

About MAS: Mahila Abhivruddhi Society (formerly 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 MNCH Project: Mahila Abhivruddhi Society, (MAS) in partnership with Institute for Human Development (IHD) is implementing 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 (Tirupati & Ongole in Andhra Pradesh and GHMC in Telangana).

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 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
- 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;
- 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
- 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 the management

Desirable Qualifications, Skills & Competencies

- A Masters degree in monitoring and evaluation, statistics, international development or related field
- Minimum five years experience in the design and implementation of MEL for MNCH/public health 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
- 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
- Has excellent communication skills (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

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.