

Job Description:	Monitoring and Evaluation Coordinator	Responsible to:	Manager – Monitoring and Evaluation
No. of direct reports:	-	Location	Delhi
Duration	One year and will be extended subject to satisfactory performance	Job Function	Monitoring, Evaluation & Learning
Purpose:	To support the Manager- Monitoring and Evaluation (Manager -M&E) in strengthening overall institutional M&E system and processes.		
RESPONSIBILITIES		COMPETENCIES	
<p>Monitoring</p> <ul style="list-style-type: none"> Support Manager-M&E to develop management information systems (MIS) for selected projects Support Manager-M&E in creating processes and tools for the effective monitoring of projects activities Roll out of MIS through implementing the M&E activities of assigned projects in a timely manner; capacity building of programme teams on MIS; ensuring timely data entry and processing to provide accurate, informative and accessible information to programme teams Compile data from various surveys and studies, analysis and dissemination thereof, and serve as a contact for programme teams requiring this information Keep track of new studies and reports relevant to the organisation’s work and share key findings with staff Present data through visualization and other innovative, user-friendly ways Conduct field visits to the project sites for monitoring when needed. <p>Evaluation</p> <ul style="list-style-type: none"> Support to Manager-M&E in developing the organisation’s yearly Evaluation Calendar and coordinate with the concerned project teams to commission evaluations Support selected external agencies/vendors in finalising research methodologies with guidance from the Manager-M&E to cover sampling, instrument development, data collection, data management, data analysis, data synthesis, writing reports and other tasks as required. Create and updating database of contacts for the organization and maintain details of research consultants, and research and M&E organizations . 		<ul style="list-style-type: none"> Support Head, Knowledge Management in tracking of Core grants under the Executive Director’s discretionary funds; coordinate and communicate with grantee organizations for reports/case studies, etc. Compile profiles and document key accomplishments and results of Population Foundation of India supported projects Support Manager-M&E in providing data and other information as and when needed Any other work assigned by the reporting manager from time to time. <p>KEY PERFORMANCE INDICATORS</p> <ul style="list-style-type: none"> Development of MIS to monitor project progress Timely data entry and processing to provide accurate, informative and accessible information to program teams and senior management. Support in finalization of the Terms of Reference (TOR)/Scope of Work (SOW), research methodology, sample design and tools for conducting evaluation activities by outsourced agencies Timely completion of planned M&E activities under various projects 	
		<ul style="list-style-type: none"> Working together: Has team-working skills and can work with programme teams Communication: Communicates effectively and efficiently with own team as well as program team members. Networking Skills: Has the ability to network and build relationships with all the stakeholders, partners, vendors and other team members within the organization Analytical and reporting Skills: Can do data collection and analysis; develop reports that are evidence-based and comply with the highest quality standards Result Orientation: Continuously strives to perform in a fast-paced environment and provides excellent results within timelines. <p>REQUIRED SKILLS</p> <ul style="list-style-type: none"> Master’s degree in social science, demography, statistics or related subjects from a reputed educational institution Relevant experience of 5 years in leading the monitoring and evaluation processes Experience in designing and implementation of IT-enabled MIS system is an added advantage Familiarity in research methodology – both quantitative & qualitative. 	
		<p>HOW TO APPLY</p> <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by December 15, 2021. Please mention the position “M&E Coordinator” in the subject line of your e-mail. Only shortlisted candidates will be contacted.</p>	

ABOUT PFI

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender-sensitive, population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high-priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence-based scholarship, thought leadership and convention to inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2030 targets.

OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

OUR MISSION

To advance gender-sensitive, rights-based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to make informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights-based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender-sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high-quality evidence-based narratives to inform and inspire lawmakers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender-sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community-led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services