JOB DESCRIPTION:

Monitoring, Evaluation, and Learning – Senior Associate

Date of Circulation: 3rd October, 2022

Position Details

Location:	Mumbai
Remuneration	Rs. 65,000 to Rs. 75,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	2 years with the possibility of extension
Application Deadline:	16th October, 2022
Start Date	As soon as possible

About The Organisation

Aparna Bhasin Consulting (ABC) supports not-for-profit organisations, foundations, educational institutions and CSR campaigns maximise their impact. While ABC began its journey specialising in the areas of education and child and adolescent development, we now work in a number of thematic areas of social impact.

We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. ABC provides services in areas including, but not limited to strategic advisory, programming, research, impact assessment, and organisational development. You can read more about the partners we work with, the projects we work on, and about our team at www.aparnabhasinconsulting.com

Summary of the Role

Aparna Bhasin Consulting is a young and energetic company with multiple opportunities for professional growth. We are seeking a candidate with strong technical knowledge of quantitative data handling. The candidate will work to meet client needs primarily in the area of research, monitoring, and evaluations. This will include designing M&E frameworks and processes, conducting research, and analysing and reporting on data.

Examples of projects conducted in the past include household surveys of education and employment, health and nutrition, and WASH in slums of Mumbai, and developing a framework to evaluate the impact of a sports for development programme on middle and secondary school students; and designing and developing a framework to evaluate the end impact of a training programme for facilitators on student beneficiaries.

Additionally the candidate will have the opportunity to explore and develop new skills by actively participating in our other areas of work. This would include conceptualising development-sector programs, creating program frameworks, participating in capacity building workshops and trainings and many more. The candidate may also collaborate on strategic direction and business development activities for the overall growth of the organisation.

You can read more about the people we work with, the projects we work on, and about our team at www.aparnabhasinconsulting.com

Duties & Responsibilities

The Candidate will be responsible for various tasks, both for Client Projects, and for Organisational Development. These tasks include:

- Designing monitoring, evaluation and reporting frameworks
- Developing relevant tools in the form of quantitative surveys, assessments etc.
- Conducting and collating quantitative and qualitative primary research
- Compiling and analysing data received from M&E or research activities
- Presenting findings in the form of reports, presentations, or other outputs
- Presenting the findings to the client teams
- Conducting trainings, especially with regard to data collection and collation
- Conducting secondary research and analysis to provide the evidence-base for projects
- Providing support for other types projects when required
- Other administrative tasks as required

Important: The role requires travel to client locations in urban or rural parts of India. The candidate must be willing and able to travel independently.

Desired Skills & Experience

Candidates interested in the position should meet the following criteria:
- Minimum 5 years of work experience in handling data, including analysis, interpretation and visualisation
- Graduate degree in Statistics, Economics, Population Studies or other disciplines involving quantitative data handling
- Fluency in English and Hindi required
    - Additional fluency in other Indian languages beneficial
- Experience in the not profit and/or education sector is beneficial
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Keen interest to learn, and to explore new skills
- Demonstrable ability to work independently
- Self-motivated and organised, with an attention to detail
- Ability to work on multiple concurrent tasks

Application Process

To apply, please send the following documents to info@aparnabhasinconsulting.com:

- Updated CV
- Letter of Motivation, which includes the following:
    - Why you are qualified for the role
    - Any relevant experience matching the expected duties and responsibilities

Important: Please mention the following in the Address Line - *"[Your Name] - Application for MEL Senior Associate"*