



Job Description:	Project Coordinator	Responsible to:	State Head Rajasthan & Head, MEL at HO
No. of direct reports:	--	Location	Jaipur
Duration	2 years	Job Function	Monitoring, Evaluation & Learning
Purpose:	To build and manage an efficient monitoring, evaluation and learning system for our Rajasthan programme, in line with agreed results framework that will lead to evidence based impact assessment against our strategic objectives		
RESPONSIBILITIES		COMPETENCIES	
<p>Program Management</p> <ul style="list-style-type: none"> • With support of MEL team at HO, build an efficient and robust MIS system for the project with clear bidirectional data flow in line with the agreed results frameworks • Collect, collate and analyze data to generate a body of evidence to understand the efficiency and effectiveness of our work in Rajasthan • Generate period reports, project specific and overall for Rajasthan as per agreed formats to help management decision making • To collect, collate and analyze critical data pertaining to ARSH, Family Planning, MPV, RKSK, NHM etc. that are relevant to our strategic mission, objectives and approaches • Support in developing the Detailed Implementation Plan (DIP) for tracking of deliverables (outputs and outcomes) agreed in the project and help monitor progress against agreed indicators and milestones • Provide support in documentation of project results, case studies and other information; • Support in developing the Evaluation Calendar and coordinate with program team and MEL team at HO for conducting evaluation activities; • Engage with M&E teams of other strategic partners in the field 		<ul style="list-style-type: none"> • Support in designing research and evaluation studies with guidance from the M&E Manager at Delhi office and State Program Manager comprising sampling, instrument development, data collection, data management, data analysis, data synthesis, writing reports and other tasks as required. • Build and sustain strong relationship with government and other key stakeholders in terms of data sourcing and information collation • To help partners capacities to build and sustain an efficient MEL/MIS system 	
KEY PERFORMANCE INDICATORS			
<ul style="list-style-type: none"> • Development of IT enabled MIS to monitor program progress and periodical budget review • Timely data entry and processing to provide accurate, informative and accessible information to program team. • Support in preparing monthly, quarterly and final narrative donors reports; • Developing the Terms of Reference (TOR)/Scope of Work (SOW) and research methodology for conducting evaluation activities by outsourced agencies • Technical support and capacity enhancement of partners in the field • Accuracy, relevance and reliability of data • Ensuring evidence based narratives • Periodic Rajasthan data sheets, updated and accurate, pertaining to ARSH, Family Planning, MPV, RKSK, NHM etc. • Relationship with government and other key stakeholders for sourcing information and data 		<ul style="list-style-type: none"> • Networking Skills: Has the ability to network and build relationships with all the stakeholders, partners, govt. agencies and other team members within the organisation • Analytical and reporting Skills: Collects data, analyses and comes up with a report that is evidence based and complying to highest quality standards. • Result Orientation: Continuously strives to perform better in a fast paced environment and provides excellent results within timelines 	
		REQUIRED SKILLS	
		<ul style="list-style-type: none"> • M.Sc. Statistics, Mathematics • Excellent quantitative and qualitative skills • Experience in MEL, research and documentation • IT literate (MS-Office, statistical software etc.) • Fluency in written and spoken English and Hindi 	
		HOW TO APPLY	
		<p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by August 15, 2018. Please mention the position “Project Coordinator, Rajasthan” 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 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 FP2020 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 take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to 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 law makers 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