

<b>Job Description:</b>	Specialist, Monitoring and Evaluation	<b>Responsible to:</b>	Lead, Knowledge Management and Core Grants
<b>No. of direct reports:</b>	--	<b>Location</b>	Delhi
<b>Duration</b>	2 years	<b>Job Function</b>	Monitoring, Evaluation & Learning
<b>Purpose:</b>	The Specialist, Monitoring and Evaluation will be responsible for planning, management and implementation of research, monitoring and evaluation activities for Population Foundation of India.		
<b>RESPONSIBILITIES</b>			
<b>Monitoring</b>			
<ul style="list-style-type: none"> <li>Develop M&amp;E plan and support developing Detailed Implementation Plan for monitoring/tracking of outputs and activities agreed in projects in consultation with Lead, Knowledge Management and Core Grants and Chief of Programmes.</li> <li>Develop management information systems (MIS) for projects with appropriate loop mechanisms to feed learnings back into the projects</li> <li>Analyse data tracked and flag areas of concerns/areas which require corrections to reach expected results on quarterly basis.</li> <li>Present data through visualization and other innovative, user-friendly ways</li> <li>Support teams in creating processes and tools for the effective monitoring of projects activities</li> <li>Strengthen project staff capacity to implement and utilize M&amp;E systems to improve programme quality</li> <li>Provide technical inputs (such as relevant data, tools, resources) to all ongoing projects in development of instruments, such as budgets, work plans, monitoring format, process documentation)</li> <li>Coordinate with all projects and state teams to document case studies, human interest studies and any other knowledge products in consultation with Lead, Knowledge Management and Core Grants</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with internal and external stakeholders to invite proposals in response to RFP and selection of agencies for research and evaluation as per PFI's procurement policy and seek internal approvals.</li> <li>Review and finalization of research methodology, tools, reports and protocols for quality assurance for studies in consultation with Lead, Knowledge Management</li> <li>Coordinate with research agency and ensure, quality, integrity and completeness of studies and timely submission of reports</li> <li>Seek ethical review board (ERB) clearance for studies as and when needed</li> </ul>	<ul style="list-style-type: none"> <li>Any other work assigned by the reporting manager from time to time.</li> </ul>	<b>Result Orientation:</b> Continuously strives to perform in a fast-paced environment and provides excellent results within timelines.
<b>KEY PERFORMANCE INDICATORS</b>			
		<ul style="list-style-type: none"> <li>Development of TOC, RF and M&amp;E Plan for each new project</li> <li>Finalization of the Terms of Reference/Scope of Work, Request for Proposal, research methodology, sample design and tools for conducting evaluation activities by outsourced agencies</li> <li>Support to teams and SMT with updated data, new research findings and learnings</li> </ul>	<b>REQUIRED SKILLS</b>
			<ul style="list-style-type: none"> <li>Master's degree in social science, demography, statistics or related subjects from a reputed educational institution</li> <li>Relevant experience of 6-8 years in leading the monitoring and evaluation processes</li> <li>Experience in designing and implementation of IT-enabled MIS system is an added advantage</li> <li>Familiarity in research methodology – both quantitative &amp; qualitative</li> <li>IT literate (MS-Office, statistical software SPSS, STATA, etc.)</li> <li>Experience of working with reproductive and sexual health/maternal health/family planning data</li> <li>Fluency in written and spoken English and Hindi.</li> </ul>
<b>COMPETENCIES</b>			
		<ul style="list-style-type: none"> <li>Working together: Has team-working skills and can work with programme teams</li> <li>Communication: Communicates effectively and efficiently with own team as well as program team members.</li> <li>Networking Skills: Has the ability to network and build relationships with all the stakeholders, partners, vendors and other team members within the organization</li> <li>Analytical and reporting Skills: Can do data collection and analysis; develop reports that are evidence-based and comply with the highest quality standards</li> </ul>	<b>COMPETENCIES</b>
			<p>Please send your updated CV with a covering letter describing your suitability for the position to <a href="mailto:hrpfi@populationfoundation.in">hrpfi@populationfoundation.in</a> latest by 31<sup>st</sup> October 2023.</p> <p>Please mention the position “<b>Specialist, Monitoring and Evaluation</b>” in the subject line of your e-mail. Only shortlisted candidates will be contacted.</p>
<b>Evaluation</b>			
<ul style="list-style-type: none"> <li>Develop and maintain the organisation's Evaluation Calendar and coordinate with the concerned project teams to commission evaluations</li> <li>Develop the Terms of Reference/Scope of Work and Request for Proposal in consultation with Lead, Knowledge Management and Core Grants</li> </ul>	<p><b>Support in project conceptualization</b></p> <ul style="list-style-type: none"> <li>Conduct/facilitate landscape assessment/desk review of literature for new proposals in consultation with Lead, Knowledge Management</li> <li>Develop theory of change, result framework and M&amp;E Matrix for new proposals in consultation with Lead, Knowledge Management</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>Develop matrix of indicators and calculation of scores for the states and districts for Tata Memorial Awards in consultation with Lead, Knowledge management and TAG.</li> </ul>		

## 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.