

Job Description: Associate/ Senior Associate/ Assistant Manager– Monitoring, Evaluation and Learning

Location: Mumbai

About TNS India Foundation:

TNS India Foundation (TNSIF) is a non-profit development organization with over 10 years of experience in implementing robust, effective and, demand-driven programs working towards national economic reconstruction, with a special focus on women. By connecting capable individuals to transformative opportunities, we have been able to create an enduring impact for them, their families and, communities. We work in the domains of youth employability and skill development, agriculture (commodity marketing, farmer trainings, FPC engagement, and value chain development), livelihoods, women empowerment and entrepreneurship, digital literacy, and water conservation.

More information can be found at www.tnsindiafoundation.org

Job title: We are seeking to hire Associates/ Senior Associates/ Assistance Managers in our Monitoring and Evaluation team to assist and support implementation of multiple donor-funded projects in India in the abovementioned domains

- Associate (0-3 years of experience). **Freshers are encouraged to apply**
- Senior Associate (3-5 years of experience)
- Assistant Manager (5-6 years of experience)

Job Location: Mumbai

Job Summary: The individual will work in the Monitoring and Evaluation team to create robust MIS systems, centralized data base creation on Google spreadsheets platform, prepare evaluation design for impact studies, conduct surveys, and conduct comprehensive impact analyses across all thematic areas. Additionally, the individual will also develop and undertake structured monitoring and evaluation of different projects on a periodic basis under the guidance of supervisor. The role involves working alongside the program/ implementation teams and drive **database management, research design and Impact Evaluation and Assessments.**

Education: Masters or equivalent degree with acquaintance of development sector or development consulting/ impact consulting

Key Responsibilities: The responsibilities include (but are not limited to):

1. Monitoring

- Create MEL plans and data process flows for every program (creation of Log-frames, Theory of change, assessment calendars, etc.)
- Create detailed SOPs on platforms such as Visio
- **Support in building, managing, and assessing collaborative databases**
- **Manage and conduct regular data quality assessments, data cleaning and data analysis**
- Review, analyze, and present findings from monitoring reports and other collected data to identify insights and provide inputs on project implementation strategy

- Regular visits to intervention geographies to understand the context, monitor quality of program roll-out, and suggest new areas of investigation

2. Evaluation

- Develop comprehensive study designs for quantitative impact assessments
- **Design and digitize robust data collection tools**
- **Understanding and experience with sampling and assessment methodologies**
- **Strong data cleaning, data analysis, and data interpretation skills**
- Create analytical and automated dashboards for all programs

3. Reporting and Learning

- **Deliver comprehensive analytical reports (including quarterly assessment reports, annual impact assessment reports, program-wise thematic analysis and reports, etc.)**
- **Design and deliver strong donor-facing analytical decks**
- Provide technical assistance and training to program staff on their role in performing data collection, analysis, review, and use
- Build rapport with and conduct regular meetings with program staff to understand the context in order to deliver M&E outcomes.

Preferred Skill & Competencies:

- In-depth knowledge of Research, Evaluation, Data Analysis & thematic understanding of various sectors in the social & development domain, especially in the thematic focus of TNSIF;
- Should have strong conceptual knowledge of monitoring and evaluation domain
- Should be proficient in using quantitative techniques in field surveys and qualitative methods/PRA in impact evaluation
- Candidate should be capable of developing and using digital technology in implementing M&E functions.
- Should have excellent analytical skills and ability to undertake impact assessments
- Should be proficient in MS office, Google Workspace and relevant database management and analysis software
- Should possess strong communication and inter-personal skills to work with diverse teams and thematic interventions.
- Should be able to engage with senior management on evaluation designs, sampling approaches, outcomes of intervention and policy implications
- Demonstrated ability to work as an effective team member
- The candidate should be flexible to travel extensively to project locations.

Required Skills: Advanced Microsoft Excel, Advanced Google Spreadsheet knowledge, PowerPoint, Report-writing, M&E conceptual knowledge, Google Forms, Tools and Technology to digitize survey forms, Data cleaning, Quantitative analysis, Qualitative analysis

Preferred Skills: PowerBI, Google Data Studio, Visio

How to apply: Qualified and interested applicants are requested to submit their CV and a cover letter (in a single word-formatted/pdf single document) along with the current CTC to tsahni@tnsif.org



Mention the position applied for in the email subject line along with your name (Example: Full Name_Senior Associate_M&E)

TNS India Foundation is an Equal Opportunity Employer