	<b>Anahata UNITED EFFORTS Foundation</b>	Date of Issue:	24-06-2023
	Document Name: Job Description	Document Ver. #	V.01
	Document Owner: HR Department	Revision	--

### JOB DESCRIPTION

<b>Position</b>	Monitoring and Evaluation Manager	<b>Location</b>	Bangalore
<b>Reports to</b>	Chief Learning Officer	<b>Category</b>	Permanent
<b>Direct Reports</b>	--	<b>Grade / Level</b>	NA
<b>Our Vision</b>	<ul style="list-style-type: none"> <li>Empower Government High School Children to make informed Work and Career decisions.</li> </ul>		
<b>Our Mission</b>	<ul style="list-style-type: none"> <li>Anahata United Efforts is on a mission to empower Government High School students to understand, explore and make informed work and career decisions.</li> <li>We enable students to leverage their education, analyse their interest and abilities, identify opportunities, and build a strong professional future.</li> </ul>		

#### **About Anahata UNITED EFFORTS Foundation**

Anahata UNITED EFFORTS Foundation is an NGO in India headquartered in Bengaluru. Started in 2018, Anahata United Efforts Foundation is a Section 8 non-profit organization. Our Organisation strives to empower Government High School children to make informed work and career decisions. At United Efforts we follow a methodical **3 PHASE APPROACH** to aid children and assist them to identify interest areas and harvest their potential no matter what their background is.

Most of our young students lack exposure to the world of work. They are unable to understand the link between education and profession. “Why should I be good in Math to take up a job in IT industry?”, “How can my creativity help me get a job in the media industry?”, “How do I know if I will fit into the armed forces?”...questions like these trouble them and demotivate them and they don’t know whom to turn to. Answering these questions is our first step. The answers broaden their work and give them **industry exposure**. They can then see the link between their education and profession.

Our role does not end there. We acknowledge that they could face many hurdles on their quest. We work to **building agency** in our students to face their problems successfully and achieve their goal. Our partnership with the Karnataka State Government, along with the persistent support from corporates, individual donors, and well-wishers have helped us achieving our vision.


Let’s **Unite Efforts** and work towards an **Equitable Future!**

#### **Role Description**

**M&E Manager will be responsible for:**

##### **System Development**

- Create a framework and procedures for the monitoring and evaluation of program activities
- Defining and implementing the key program performance indicators (KPI) as well as monitoring them throughout the duration of the program

 <p>Anahata <b>UNITED EFFORTS</b> Foundation Powering Equitable India</p>	<b>Anahata UNITED EFFORTS Foundation</b>	Date of Issue:	24-06-2023
	Document Name: Job Description	Document Ver. #	V.01
	Document Owner: HR Department	Revision	--

- Draft tools and their revisions as well as data collection procedures (e.g. logical framework, program performance tracking, indicators, data flow chart, M&E manuals.)
- Collate data from routine data collection and assess quality and suitability for analysis.
- Act as key liaison on M&E and surveillance activities.

#### **Data Management And Analysis**


- Preparation of Monthly M&E reports
- Analysis of information on commons platform and coordination with Commons Platform Team in case of any bugs
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Observe regularly to ensure the quality of data and to verify the accuracy of reported data.
- Ensure donor, partner and senior management data queries are addressed in an accurate and timely manner
- Participate in program evaluations

#### **Communication and Reporting**

- Establishing theory of change, log frames, M&E work plans, and targets during the drafting donor proposals as well
- Review and analyze weekly reports to identify the causes of potential bottlenecks in program implementation and to enhance quality of reporting.
- Completion of tasks that are incidental and related to the above responsibilities across Program
- Willingness to travel to schools in jurisdiction
- Knowledge of Kannada will be an added advantage

**Salary Range - Rs.50,000 to 60,000 per month based on the experience and skills**

**Key Requirements - Educational Qualification & Experience**

	<b>Anahata UNITED EFFORTS Foundation</b>	Date of Issue:	24-06-2023
	Document Name: Job Description	Document Ver. #	V.01
	Document Owner: HR Department	Revision	--

- Any Graduation / Post-Graduation in Education / Social Work / Management.
- 4 to 6 years of experience post-qualification in design and implementation of M&E frameworks in non profit sector
- Experience in designing tools, strategies for data collection, analysis and production of reports
- Invested in the cause of students and their future
- Analytical, perceptive and ready to learn-unlearn and contribute
- Excellent verbal and written communication skills

### Key Requirements - Skills and Competencies

- Demonstrated result orientation and drive to achieve challenges
- Willingness to travel to schools in jurisdiction
- Is open to feedback and solely invested in developing high quality content
- Strong relationship management skills, with a demonstrated ability to liaise with all levels of internal and external stakeholders.
- Demonstrated positive experience working in a similar role
- Proven Problem-solving abilities, Interpersonal skills
- Knowledge and experience of NGO / Social / Developmental sector
- Excellent collaboration and creativity skills
- Ability to set high goals for personal accomplishment
- Ability to collaborate
- Proven capabilities of data collation, data reporting and analysis
- Excellent Microsoft Office Skills - Word, PowerPoint, Excel, Outlook etc.