

the ant JOB DESCRIPTION for Monitoring, Evaluation and Learning (MEL) Associate

<b>Position:</b>	Monitoring, Learning and Evaluation (MLE)
<b>Grade/Level</b>	III
<b>Project/Unit</b>	the ant
<b>Reports to:</b>	Director of Operations
<b>Location:</b>	District Chirang (BTAD), Assam
<b>Minimum Employment</b>	2 years
<b>Remuneration</b>	20,000/- pm gross salary incl statutory deductions
<b>Background</b>	the ant has been working in the northeast since the past 21 years. Working directly for development of village communities, it has intervened in a wide range of issues such as women and girls' empowerment, child and youth development, maternal mortality, Malaria, Malnutrition, and Mental Health. It also works on Livelihoods issues, Education, and on Peace Building. It was started by professionals and has earned a good reputation for its achievements and its adherence to a high level of ethics. For details of the ant's work, see <a href="http://www.theant.org">www.theant.org</a>
<b>Job Summary</b>	Develop and maintain Monitoring, Evaluation and Learning systems in order to a) ensure the ant is implementing all activities in accordance with donor and partnership requirements, b) enable prompt reporting on all activities and status of implementation against project work plans, c) evaluate activities during implementation in regular intervals to ensure highest possible quality and – if necessary - recommend nature of corrective action to be taken, d) ascertain that key data is being collected reliably, regularly and replicably so that correct decisions can be based on its analysis. Data should be available e.g. for communication, advocacy, donor presentation and proposal development. He/She will spend at least 25% time in Field visits.
<b>Contract/Key Relationships</b>	The Monitoring, Evaluation and Learning (MEL) Associate will report to the Director (Ops) and will work in close coordination with the Programme Team to help the organisation in setting up and maintaining program wide M&E systems to ensure continuous improvement and quality standards in line with the Vision and Mission of the ant.
<b>Key Responsibilities</b>	<p><b>Monitoring &amp; Evaluation Systems</b></p> <ul style="list-style-type: none"> <li>• Participate in project design to ensure quality M&amp;E is reflected in plans and budgets and that required M&amp;E resources are realistic and attainable.</li> <li>• Support the Executive Director and Operations/Programme Unit by providing data for proposal developments and drafting reports.</li> <li>• Provide technical support during project design to ensure quality project logic, indicators and M&amp;E plans are included, and that resources required for successful monitoring and evaluating of activities are considered.</li> <li>• Implement and oversee data collection efforts at the commencement of each project or soon thereafter, including preparation of monitoring reports and synthesize data at program level.</li> <li>• Monitor the results of the program's activities and contribute to periodic evaluations/assessments of specific interventions in a Plan Do Study Act (PDSA) cycle approach;</li> </ul> <p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Ensure all projects have quality baseline data and their designs reflect good situation analysis and needs assessment.</li> <li>• Highlight areas within activities that need management intervention on potential and actual quality shortfalls and/or would benefit from additional technical support</li> <li>• Ensure robust implementation of electronic data collection system, data quality of data collected, data storage and security.</li> <li>• Ensure that M&amp;E processes focus not only on data collection and reporting, but result in providing quality evidence of program results and change/impact.</li> </ul> <p><b>Information and Knowledge management</b></p> <ul style="list-style-type: none"> <li>• Lead the process of knowledge management by ensuring the appropriate system for information</li> </ul>

	<p>gathering, analysis and storage is in place, lessons generated, documented and shared to relevant staff across the organization.</p> <ul style="list-style-type: none"> <li>• Lead in developing M&amp;E tools and systems and operationalize it in coordination with Operations/Programme unit</li> <li>• Prepare brief visit reports for all the field visits and share the same with the Operations/Programme staff concerned with follow up points for improvement.</li> <li>• Work closely with Communications Associate to provide and ensure accurate information for publication purposes (Newsletters, Annual reports, Factsheets, etc.)</li> <li>• Enable the organization to present key data at short notice to the donors and other stakeholders.</li> <li>• Coordinate with Programme team and the field staff for timely submission of monthly and quarterly reports</li> <li>• Ensure timely collection and compilation of routine programme monitoring data of projects/programme</li> <li>• Monitor Computerised Management Information System (CMIS) update by the field staff, monitor real time data entries and provide them feedback as and when required.</li> <li>• Reviewing the reports/data using data trend techniques and sharing analysis with Programme team. Provide written feedbacks to the Project/Programme Coordinators on monthly basis and present the same in the Monthly/Quarterly/Annual Review meetings and make the field team understand the analysis and data including how to read the data, what are the gaps and provide them strategic directions to improve the program.</li> <li>• Ensure program documentation is retained/saved/filed on both in hard copy and soft copy for future reference as required.</li> </ul> <p><b>Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Build staff capacity to ensure methodologies for monitoring and evaluation of activities are in line with established practices and are focused not only on data collection and reporting, but result in providing evidence based management.</li> <li>• Provide guidance, develop tools, templates and conduct staff orientation on data collection tools and processes.</li> <li>• Undertake field visits for data auditing by verifying base documents, provide handholding support to the field team for data entries and understanding data gaps.</li> </ul>
<p><b>Qualification &amp; Experience</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in Development/ Social Work/ Sociology or minimum Bachelor’s degree (preferably in Development Economics, BBA or a Diploma/Master’s in Data Science/Information Systems with demonstrable experience) with at least 4 years experience in implementing the M&amp;E activities of development projects</li> <li>• Thorough knowledge of computer knowledge with excellent command on MS Excel, and other database and statistical applications (SPSS, STATA, etc)</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Female or trans gender</li> <li>• Knowledge and understanding of project monitoring, data collection and analysis</li> <li>• Excellent written and oral communication skills in English required</li> <li>• Familiarity / Usage of a Local Language, such as Bodo, Assamese or Bengali, Hindi</li> <li>• Knowledge of project cycle elements, M&amp;E systems design and management.</li> <li>• Capacity building and facilitation skills.</li> </ul>
<p><b>Skills &amp; Competencies</b></p>	<ul style="list-style-type: none"> <li>• Good interpersonal, analytical and problem-solving skills.</li> <li>• Ability to work in and respect diversity, and contribute to positive team building and organizational culture.</li> <li>• Ability to meet deadlines and be flexible to work in a dynamic work environment.</li> <li>• Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work</li> <li>• Ability to travel extensively to gather firsthand information from the field</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Fluency in written/ spoken English is essential and a working knowledge of local language (Assamese/Bodo) is preferable.</li></ul> |
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Please send an email to [recruitment@theant.org](mailto:recruitment@theant.org) with the subject line **Application for the post of Monitoring Learning and Evaluation** with cover letter and updated CV by **20<sup>th</sup> June, 2022**. Only shortlisted candidates will be contacted for interview.

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