

### Job Description – Assistant Manager - Impact

Designation	Assistant Manager - Impact (Secondary Education Pilot)
Location	State Office, Ajmer, Rajasthan
Employment type	Renewable fixed term contract
Report to	Project Leader
Direct reporting staff	None

#### **Organization Background**

Foundation to Educate Girls Globally ([www.educategirls.ngo](http://www.educategirls.ngo)) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, and Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years

Whilst Foundation to Educate Girls Globally has previously only worked in primary education, following a strategic review of expansion opportunities, the organisation has decided to diversify its offering by piloting community and in-school interventions for secondary school students. As a result, between 2016-2019 Foundation To Educate Girls Globally will trial a variety of initiatives aimed at supporting marginalized girls access, and engage with, quality secondary education in rural communities in Ajmer District, Rajasthan.

These pilots will focus on improving the transition of girls from primary to lower-secondary education, increasing gender parity within schools, and raising lower-secondary competition rates (Grade 10). Interventions will be split as follows: 1) Community Based Activity, focussed on enrolment, and 2) In School Activity, focussed on learning levels. This pilot will cover two Blocks in Ajmer, supporting approximately 50 schools. Whilst we are currently planning for a 3 year pilot, ultimately we wish to expand out activity into lower secondary schools across all our operational Districts from 2019. We are currently recruiting a team to set up and deliver this pilot over 3 years.

#### **Job Profile**

The Assistant Manager - Impact will be responsible for tracking the progress of the pilot on the basis of main evaluation indicators. The Assistant Manager - Impact will work with a third party impact evaluation organisation to design the evaluation approach for the secondary pilot, develop the

supporting evaluation tools and resources, and collect, analyse and report the pilot data to relevant stakeholders. The Assistant Manager - Impact will report to the Project Leader.

## **Job Responsibilities**

Working with the third party impact evaluators, the Assistant Manager - Impact will be responsible for:

### **1) M&E Framework Design**

- Designing the key areas of monitoring and evaluation for the secondary education pilot – identifying what will be measured, why and how during the 3 year pilot and designing a logical project assessment model
- Establish key targets for programme activity, and designing measurement systems
- Work with third party impact assessors to finalise and agree full framework

### **2) Resources Development**

- Developing the tools and resources required to track beneficiary progress within the pilot, i.e. pre and post test surveys, qualitative and quantitative research tools
- Review existing NGO / Government monitoring systems to track best practice and align activities with pre-existing framework

### **3) Monitoring of Programme Data Collection**

- To lead the collection of program information on key indicators from the community, schools and other stakeholders for enhancement of the program
- Train the appropriate staff in collecting various data, such as baseline, midterm evaluation studies, pre test, post test, etc
- Cross verifying the data collected by field staff (10% sample) for validation

### **4) Monitoring of Program process**

- Process validation and checking of key programmatic activity
- On-going validation and verification of program quality based on key targets and deliverables

### **5) Evaluation**

- Work with Programme Managers and Project Leader to understand key trends from impact data and make recommendations for improvement accordingly

### **6) Reporting**

- Responsible for ensuring compilation of data, development of reports and engagement of key stakeholders on findings. Reports to include;
  - o Monthly / Annual Monitoring Report
  - o Monthly / Annual Progress Report
  - o Any other reports as needed

## 7) Support to Other functions

- Participation in training programs organised by Program team
- Managing donor visits
- Support to IT team in roll out of mobile login, mobile data collection etc

## Education, Qualification and skills needed

- Post-Graduation in Statistics, Impact Measurement, Social Sciences, Evaluation or related field
- Minimum 3-5 years of experience within the fields of impact analysis/monitoring and evaluation
- Extensive experience in collecting, collating and evaluating programmatic data, ideally within the development sector
- Ideally having experience / understanding of designing evaluation approaches and developing evaluation tools
- Experience of operating within the development sector; ideally within education
- Good knowledge of computer: Windows and Office applications (Outlook, Word, PowerPoint)
- Advanced knowledge of excel, and other data analysis tools, i.e. SPSS
- Understanding of how technology can be used to aid data collection and analysis
- Fluent in Hindi, good in English
- Team player with proven ability to work effectively with programme team members who may be specialised in areas other than M&E
- Good coordination and organisation skills and experience of managing a team of reportees
- Willingness to travel up to 25% of the time at the state/district/village level in programme geographies

## How to Apply

Depending upon the district you wish to apply for, please send a CV & a one page cover letter detailing how you meet the eligibility requirements to : [jobs@educategirls.ngo](mailto:jobs@educategirls.ngo)

**IMP** : Please clearly state **the role & district** that you are applying for in the email subject line. For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)