Job Description – Manager QCAR Role

Designation	Manager QCAR (M&E Analyst)
Department	QCAR (Quality Control, Audit & Research)
Location	Mumbai, Maharashtra
Employment type	Employment contract
Report to	Head Impact
Positions reporting to this role	None
Employment level	Middle

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to "know and do" what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within & outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused		**Taking Ownership** – Feel responsible & accountable	**Analytical Thinking** – Stay true to your data
Developing Talent – Growing and taking people together		**Ensuring Alignment** – Think differently but work together	

This document reflects the job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

✓ **Scope & overview of the role:**

This position reports to the Head- Impact and is expected to work closely on research at EG. The Manager QCAR will be instrumental in expanding EG's research portfolio by designing effective research studies and tools for the same. The role is also expected to develop strong M&E frameworks for all EG programs and support in development of qualitative survey tools to measure sustainability and quality on field.

✓ **Areas of Responsibility:**

Research Studies
• Design research studies for key focus areas at EG- determine sampling, research methodology, data collection tools, processes, analysis, etc.
• Design data collection tools for these research studies
• Conduct desktop research, literature reviews, etc. as necessary
• Develop a workplan for effective rollout of the research studies
• Writing proposals, reports as required
• Build strong and collaborative relationships within the team and with other teams, especially the Ops and Program teams

Log frames and Tool design
• Create and update log frames for all EG products
• Determine indicators to measure EG's short- and long-term outcomes
• Determine indicators for measuring sustainability of EG's model
• Perform literature review of existing indicators to benchmark EG's work in the sector
• Develop tools for agreed Sustainability Indicators including community mind set and TB engagement, as required
• Pilot tool and process and determine feasibility and use for upcoming years
• Create and support in roll out of surveys for stakeholders to gain field knowledge on various processes

Evaluation design and support
• Research and interpret evaluation reports and communicate insights to Leadership team and Impact function
• Design internal process and impact evaluations, as required

✓ **Core Responsibilities:**
1. Research Studies
2. Log frames and Tool design
3. Evaluation design and management

✓ **Liaise with (internal & external stakeholders)**
Internal: Program & Operations
External: Research agencies, data collection agencies, Consultancies

✓ **Education Background:**

Bachelors in Social Science, Economics preferred

✓ **Work Experience:**

4-5 years of work experience
Experience working on design and rollout of research projects in the social sector

✓ **Skills Set:**

• **Soft skills:**

Written and spoken Communication
Ability to work independently
Project Management
Collaboration across different verticals

• **Technical skills:**

Ability to design research studies
Ability to conduct desk research and literature reviews
Qualitative data collection- Tool design for surveys, FGDs, etc.
Understanding of M&E frameworks, log frames
MS Excel, Word, PowerPoint
Report writing

✓ **Travel requirement:**

As required for purposes of research, about 20% of the time

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position"