

Impact Specialist – Partnership Cell

Position Location: Rajasthan/Uttar Pradesh

About the Organization: Established in 2007, Educate Girls' is a non-profit that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

Educate Girls (EG) currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh with a strength of 2200+ employees & 13000+ volunteers (Team Balika). By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enroll and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of services.

For more information on the organization log on to www.educategirls.ngo

We are currently expanding our primary operations through Partnership Cells i.e we will enter new geographies through partnerships with other local NGOs. A Special Project team will be responsible to manage these partners. The said position is part of this new Project team.

Position Overview:

The position will manage assigned partners and will be responsible for assuring quality of data collected in the assigned region. The incumbent will work closely with Project manager and Impact Lead to ensure smooth implementation of all Impact activities. This position will uphold the quality of data and program delivery for respective state and ensure timely and quick course corrections in data and activities through sharing feedback and insights to partners & Project manager. The incumbent will actively coordinate with partners, program team and other verticals such as HR, IT and so forth. The responsibility of ensuring smooth coordination of Impact function across state will be the incumbent's core responsibility.

Position Key Responsibilities:

Strategy and Planning for Impact Operation

- Plays a key role in developing and implementing plan and strategy for the Project
- Support to develop user friendly M&E Framework and monitoring tools for EG interventions and coordinate with partners in the field;
- Design actionable ME micro-plans on an annual and contingent basis as per the M&E framework for the assigned project

- Support to design new data collection formats as required and keep M&E documentation up-to-date centrally
- Plan and develop strategy for M and E implementation and course correction for assigned geography.
- **Develop dashboards for review performance and provide data insights to partners & management**

Quality Assurance and Course correction

- Uphold the quality assurance with data and program delivery for project and ensure timely and quick course corrections in data and activities through sharing feedback and insights to program/operations.
- Prepare detailed and up-to-date monitoring findings and data base on the project course correction in order to obtain optimal outcomes
- Work closely with the Operations and Program team for effective dissemination of quality findings and determining corrective action
- Set and maintain high standards for rigor, data quality, and related good practices within the intervention-based data collection and processing;
- Updates available from start of activity and contain timely red flags and actionable insights.

Implementation of M&E activities

- Develop the implementation plan of impact assessment activities for the assigned districts as per the EG's impact manual and annual calendar.
- Uphold the overall implementation of Monitoring and Evaluation strategy, development and implementation of the M and E systems in the assigned region
- Manage the implementation of impact assessment activities in the assigned
- Supervision of monitoring activity planning and scheduling action plan for monitoring and documentation
- Validating accuracy of data/information through triangulation of information from various stakeholders, ensuring data entry, error validation and report generation
- Managing subsequent data collection and tracking on status of progress during various stages of the intervention including pre and post intervention.
- Managing data collection for any internal assessments that may be conducted during the course of intervention implementation.

External Evaluation Readiness

- Facilitating data collection and required coordination for external evaluations as required including donor driven evaluations.
- Ensure assigned districts are ready for external evaluation

Training and people development

- Training of partners on data collection, recording, reporting and data processing, functional induction etc.

Desired Incumbent Profile:

Preferred Education Background: Graduate/ Post-Graduation in Economics, Statistics, Social Sciences or related field

Preferred Work Experience: Minimum 3-5 years of experience (2 years in similar role)

Preferred Skill Set:

- Advance user of Microsoft Excel with high computer literacy and MS Office, Google studio, Fluent in Hindi, good in English, Observation and analytical skills, Presentation Skills, Team player, Planning, Training skills, Report writing skills

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