

## Job Description – Head of Evaluation & Research

<b>Designation</b>	Head of Evaluation & Research
<b>Department</b>	Impact (QCAR)
<b>Location</b>	Mumbai
<b>Employment Type</b>	Renewable Full Time Employment Contract
<b>Report to</b>	Founder
<b>Positions reporting to this role</b>	QCAR team

### Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising 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.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

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

### Our Competencies

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

## Job Profile

The Head of Evaluation & Research will be responsible to lead the external evaluation, assess operational risks, review M&E frameworks for all programs and drive the research agenda for Educate Girls.

Educate Girls is committed to deliver all its program with 'Quality'. Hence this role, that directly reports to the Founder, and will have the strategic and tactical responsibility for supporting strategy implementation to exceed expectations for quality operational delivery, optimizing cost and supporting operational excellence.

## Areas of Responsibility

**External Evaluation:** Strategically lead the planning and coordination of all external audits and evaluations. Be the primary point of liaison to external evaluation partners. Guide & advise the Operations team on how to mitigate risks during evaluations. Continuously assess and review risks to data fidelity and to sustainable program outcomes.

**Research:** Consult key stakeholders and prepare the annual research plan for Educate Girls. Design and lead the research, including an annual signature report by Educate Girls. Build the capacity of the organization to conduct credible and timely research to inform its program delivery, and its advocacy and resource mobilization plans. Ensure high-quality M&E documentation in place to support donor, auditor and evaluator requests.

## Work Experience

- Demonstrated success in design and management of measurement & evaluation systems
- A strategic thinker & leader with 10+ years of experience that includes managing external evaluation and research in the development sector
- Experience within the education sector/ within or advising a foundation / public advocacy organization /high-impact non-profit / research firm or strategy consulting firm preferred

## Skills Set

- **Soft skills:**
  - Good interpersonal skills; ability to collaborate and effectively interact with external evaluators and to build partnerships around common interests and goals
  - Demonstrated ability to work independently in a fast-paced environment, lead projects, meet multiple concurrent deadlines, organize time and priorities, and work well as a member of a team
  - High level of integrity, trust, accountability and superior judgment
- **Technical skills:**
  - Disciplined, structured and data driven approach to decision making and problem solving with a sharp focus on metrics, outcomes and results

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