

Job Description – Manager QCAR

Designation	Manager QCAR
Department	Impact QCAR (Quality Control, Audit & Research)
Location	Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	Head QCAR
Positions reporting to this role	NA

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

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 and 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	

Job Profile

This position reports to the Head- QCAR and is expected to work closely on evaluations and research at EG. The Manager QCAR will be instrumental in ensuring successful implementation of all evaluations at EG. The role is also expected to develop strong M&E frameworks for all EG programs. The position will also support in the implementation and design of research studies at EG

Areas of Responsibility

- Program evaluations- internal and external
- M&E frameworks and tools
- Research

Evaluation design and support

- Research and interpret evaluation reports and communicate insights to Leadership team and Impact function
- Design internal process for impact evaluations, as required
- Liase with external evaluators, donor partners to maintain clear communication around evaluations
- Ensure evaluation readiness within the organization
- Project manage any internal and external evaluations

M&E Frameworks & 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 measuring long-term outcomes at EG
- Support M&E design for pilot projects at EG
- Pilot tool and process and determine feasibility and rollout at organization level

Research

- Design and conduct field research on EG programs
- Conduct desk 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
- Collaborate with and manage external research partners as and when required

Education Background

Bachelors in Social Science, Economics preferred

Work Experience

4-5 years of work experience

Experience working on evaluations in the social sector is preferred

Skills Set

- **Soft skills:**

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

- **Technical skills:**

- Project Management
- 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 30% 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."