

Job Description – State Impact Senior Specialist

Designation	State Impact Senior Specialist
Location	Lucknow
Employment type	Renewable fixed term contract
Report to	State Operations Lead & Lead Impact
Functional repartees	District Impact Specialist
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, Madhya Pradesh and Uttar 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 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

Scope & overview of the role

This position reports to the Impact Lead operation at Educate Girls. The State Impact Senior Specialist is responsible for determining M and E strategy, plan and implementation for monitoring, measurement and

evaluation of intervention impact in assigned operational districts (region). The position will work closely on technical aspects with Impact Lead operation. The position will be responsible to implement the impact systems and processes and communicate outcomes to internal stakeholders

Core responsibilities

- Coordinate with the state operation lead/District operation leads and District program officers to plan and implement program monitoring and evaluation in the assigned operational districts.
- Work with the District Impact Specialists to ensure implementation of program monitoring and evaluation as per desired quality standards including anchoring trainings for field staffs and volunteers on various aspects of impact essentials.
- Uphold the quality assurance with data and program delivery for respective region/state and ensure timely and quick course corrections in data and activities through sharing feedback and insights to program/ops.

1. Strategy and Planning for Impact function

- a) Support to develop user friendly M and E Framework and monitoring tools for EG interventions and coordinate M and E staff in the field;
- b) Design actionable M and E micro-plans on an annual and contingent basis as per the M and E framework for the assign districts of region
- c) Support to design new data collection formats as required and keep M&E documentation up-to-date centrally
- d) Plan and develop strategy for M and E implementation and course correction for assign districts.

2. Quality Assurance and Course correction

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

3. Implementation of M and E activities

- a) Develop the implementation plan of impact assessment activities for the assigned districts as per the EG's *impact manual* and *annual calendar*.
- b) Uphold the overall implementation of Monitoring and Evaluation strategy, development and implementation of the M and E systems in the assign region
- c) Manage the implementation of impact assessment activities in the assigned
- d) Design, develop & roll out data collections where required and not available in core systems (AGP/Phase III/ COVID).
- e) Support to design new tools and pilot the same as per monitoring and evaluation plan
- f) Prepare detailed and up-to-date monitoring findings and data base on the project course correction in order to obtain optimal outcomes;

- g) Supervision of monitoring activity planning and scheduling action plan for monitoring and documentation
- h) Validating accuracy of data/information through triangulation of information from various stakeholders, ensuring data entry, error validation and report generation
- i) Managing subsequent data collection and tracking on status of progress during various stages of the intervention including pre and post intervention.
- j) Managing data collection for any internal assessments that may be conducted during the course of intervention implementation.

4. External Evaluation Readiness

- a) Facilitating data collection and required coordination for external evaluations as required including donor driven evaluations.
- b) Ensure the all districts for external evaluation readiness

5. Training and people development

- a) Training of staff including volunteers on data collection, recording, reporting and data processing, functional induction etc.
- b) Identify training needs of members of the Impact team and recommend training plans including technical and other trainings
- c) Build capacity of the Impact team to ensure a strong cadre of trained impact professionals across locations in the organisation
- d) Responsible for efficiency of data collection and analysis process; and strengthening use of data to improve quality and decision-making

6. HR management

- a) Plan roles and develop Key Responsibility Areas (KRAs) and Key Performance Indicators (KPIs) for impact operation unit
- b) Ensure that the Impact unit is staffed as per planned position requirements in the assign region
- c) Ensure that staff appraisals are conducted for the Impact team as per periodicity specified by the organisation's HR policy

Preferred Education Background:

- Post graduate degree. Preferably in any stream of Social Science, population studies, demography or statistics.

Preferred Work Experience:

- A minimum of 4-5 years of relevant work experience in monitoring and evaluation including.
- Experience in project or program MIS in web based systems.
- Experience in data processing and quality control mechanism.
- Preferably with experience in large volume data analysis and interpretation.
- Preferably with experience in the use of technology aids (Android based applications) for real time data gathering.

Preferred Skill Set:

- Fluent in written and spoken English and Hindi.

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- Ability and willingness to travel up to 40-60% of the time in specific months to program areas at the state/district/block levels, as may be required.
 - Proficient in MS Excel operations and basics in statistical software operations.
 - Team player and ability to work in a multi-disciplinary environment with diverse set of employees

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