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DEC 2025-DEC 2026

INDIA

State Quality Assurance Analyst

Department: Impact- Quality Control, Audit & Research (QCAR)

Location: Indore

Level: L6

Information Links

[www.educategirls.ngo](http://www.educategirls.ngo)

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)

Our Core Values: Integrity | Collaboration | Gender Equality | Empathy | Excellence



## Join Us in Transforming Lives:

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

In 2025, **Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

### **Over the next 10 years, Educate Girls aims to impact 10 million learners by:**

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15-29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India

## Job Profile

The State Quality Assurance Analyst will be part of the QCAR team which focuses on providing objective insights to the Organisation's leadership on the quality of programme implementation and the intended long term impact of interventions along with undertaking some data cross verification.

This role is responsible for collecting field data to measure for effectiveness of inputs, processes and quality of outputs of the program's activities, Project Pragati's progress towards its long term outcomes and to comment on data fidelity. This role plays a key position in the region to keep the project lead abreast about quality and program implementation issues to ensure rapid course correction and inform long term strategy of EG.

## Areas of Responsibility

- Planning and sampling
- Prepare the action plan and micro plan for your region based on Annual Plan for team
- Prepare sufficient and feasible sample keeping in mind monthly targets
- Update plan and sample on a quarterly basis
- Field survey and data collection
- Cross verification of data
- Conduct in-person interviews, observations and focus group discussions with stakeholders and beneficiaries in a timely manner
- Maintain high quality of data and data collection process
- Support in the design of tools and questionnaire for all surveys/interviews
- Provide assistance in pilot tools and processes as and when required

## Reporting

- Target-achievement and other work trackers updated on a daily basis
- District visit reports prepared
- End of field visit closure reports/emails
- Any other reports, tabulation as needed

## Support to Other functions

- Participation in training programs organised by Program team of assigned project
- Support in research studies through data collection

## Education Background

Graduate degree in Social Science or similar field of study.

## Work Experience

- Minimum 5-7 years of related experience, including Monitoring and Evaluation
- High level of comfort with technology is essential



- Experience collecting field level data through use of surveys, interviews and other data collection tools is preferred
- Experience in data analysis using basic softwares such as Microsoft Excel
- Previous experience with a non-profit organization is preferred but not required
- Previous experience managing teams

## Skills Set

### Soft skills:

- Planning and prioritizing tasks
- Strong communication
- Keen observation skills
- Task & time management
- Understanding of feedback process

### Technical skills:

- Proficiency in conducting qualitative field interviews using various tools, such as surveys and focus group discussions.
- Strong analytical skills with a comprehensive understanding of data visualization and representation techniques.
- Familiarity with both qualitative and quantitative research methodologies.
- Ability to compile and translate information and data into impactful recommendations.
- Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Computer-Assisted Personal Interviewing (CAPI) tools.

### Travel requirement

Willingness to travel up to 90% of the time at the state/district/village level in programme geographies. Geographies are usually remote and require use of local transport. Applicant must be willing to adapt to the difficult terrains.