


# State Quality Assurance Specialist

**Department: IMPACT (QCAR)**
**Location: Udaipur, Rajasthan**
**Level: L6**

**Information Links**

**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

## 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

## About the Role

The State Quality Assurance Specialist will be part of the QCAR team, which provides organisational leadership with objective insights into programme implementation quality and the intended long-term impact of interventions, while also undertaking data cross-verification.

The role collects field evidence to assess the effectiveness of programme inputs and processes and the quality of outputs. It tracks Project Pragati's progress towards long-term outcomes, comments on data fidelity, and keeps the Project Lead informed about implementation and quality issues so the team can make timely course corrections and strengthen long-term strategy.

## In This Role, You Will Be Responsible For

**1. Planning and Sampling**

- Prepare a regional action plan and micro plan for the team, based on the Annual Plan.
- Prepare a sufficient and feasible sample in line with monthly targets.
- Review and update the plan and sample quarterly.

**2. Field Survey and Data Collection**

- Conduct timely in-person interviews, observations, and focus group discussions with stakeholders and beneficiaries.
- Maintain high standards of data quality and data collection processes.
- Support the design of survey and interview tools and questionnaires.
- Assist with piloting tools and processes as required.

**3. Cross-Verification of Data**

- Cross-verify programme data and share observations on data fidelity with relevant teams.

**4. Reporting**

- Update target-achievement and other work trackers daily.
- Prepare district visit reports and end-of-field-visit closure reports or emails.
- Prepare other reports and tabulations as required.

**5. Support to Other Functions**

- Participate in training programmes organised by the programme team for the assigned project.
- Support research studies through field data collection.

## Education Background

- Graduate degree in Social Science or a 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 surveys, interviews, and other data collection tools is preferred.
- Experience analysing data using basic software such as Microsoft Excel.
- Previous experience with a non-profit organisation is preferred but not required.
- Previous experience managing teams.

## Skills Set

**Soft Skills**

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

**Technical Skills**

- Proficiency in conducting qualitative field interviews using surveys, focus group discussions, and other tools.
- Strong analytical skills and an understanding of data visualisation and representation techniques.
- Familiarity with qualitative and quantitative research methodologies.
- Ability to compile and translate information and data into practical recommendations.
- Proficiency in Microsoft Excel, Word, PowerPoint, and Computer-Assisted Personal Interviewing (CAPI) tools.

## Travel Requirement

Willingness to travel up to 90% of the time at state, district, and village levels in programme geographies. Locations are often remote and require local transport; candidates must be willing to adapt to difficult terrain.

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

*This document reflects the job content at the time of its preparation and may be updated periodically in response to changing operational and environmental requirements. Changes will be incorporated into the job description during the annual review.*