

Announcement for the post of Monitoring and Evaluation Manager at MVDA

About the organization

Mount Valley Development Association (MVDA) is a voluntary Organization based in Tehri district of Uttarakhand in India. MVDA was started in 1995 with a vision to eradicate poverty through development of sustainable livelihoods, promote good governance through social harmony, minimize social discrimination and develop entrepreneurship to minimize migration of youths from the rural mountain villages.

For the last 21 years, MVDA has also been sharing its experiences with larger communities and advocating the issues responsible for degenerated Himalayan system successfully. MVDA is working in difficult mountainous terrains and plain areas covering range of concepts and methods drawing on various funding and support.

Presently MVDA is working with nearly 8000 families reaching over 32000 populace and formed 1200 Self Help Groups (SHGs) and 189 other working groups in the difficult mountainous terrain in Tehri, Uttarkashi, Rudraprayag, districts and plain areas in Haridwar, Saharanpur, Hathras & Kapurthala. MVDA's operation covers a span of 197 villages of 7 districts of Uttrakhand, Uttar Pradesh & Punjab. MVDA have also initiated registering 03 Women federations.

Job Title	Monitoring and Evaluation Manager (M&E Manager)
Place of Work	District Tehri Garhwal, Uttarakhand
Reports to	Secretary
Manages	M&E functions of the ongoing projects.
Remuneration	Rs. 25,000- 28,000 PM

JOB PURPOSE

The Monitoring and Evaluation Manager (M&E Manager) will ensure the quality of planning, monitoring, evaluation and reporting (PMER) of the ongoing projects of the organization. The M&E Manager will be responsible for overall M&E and learning needs of the projects and will come up with findings based on real data and work to show performance of the projects. The M&E Manager will be responsible for maintaining a culture and practice of credible, reliable, timely and cost effective planning, monitoring and evaluation and reporting for MVDA. This will result in better information for management decisions, and strategic planning, as well as accountability and learning.

Main duties and responsibilities

- Assist the Secretary in the establishment of an effective Monitoring and Evaluation (M&E) system and coordinate the M&E activities;
- Assist in selecting the indicators for the monitoring and evaluation of implementation progress, outputs and outcomes of the project;
- Assist in developing guidelines, tools and reporting forms for monitoring of project implementation;
- Coordinate and participate in the regular and field visits as well as prepare feedback reports with conclusions and recommendations;
- Develop and strengthen monitoring, inspection and evaluation procedures;
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Suggest strategies to the Program Management Team for improving the efficiency and effectiveness of the project by identifying obstruction in completing project activities and developing plans to minimize or eliminate such obstruction;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Program Management team;
- Support the development of proposals for new funding through the development of Log Frames and identifying appropriate Performance Indicators;
- Develop and maintain databases and other systems to manage donor requirements;
- Follow-up with the Program Management Team to ensure that recommendations/action plans from reflections are being implemented;
- Participate actively in program planning process and budgeting of the program quality and fundraising unit;
- Support partners in designing and disseminating research studies by providing relevant input;
- Work collaboratively with different programs for strengthening integration and cross-learning in programs.

Person specification

Qualification

- Post Graduate in Social Sciences/Social Work/Rural Development/ Management;
- Should have at least 2-5 years' experience and skills to provide support in planning and managing development projects within the organizational framework;
- Should be innovative especially from the point of view program development, risk taking and action oriented;
- Strong communication and documentation skills (both verbal and written) in English; knowledge of local language is desirable.
- Have good communication and project proposal writing skills
- Be a good team player, having conviction and skills for the empowerment of the poor and disadvantaged groups.

Most Critical Proficiencies.

- Knowledge of the non-profit sector and the context to which non-profit organizations operate.
- Strong functionality with computers and software, particularly Microsoft Office Suite (e.g.: Access, Word, Excel, PowerPoint) and any specialized PM&E software.
- Excellent organizational skills.
- Thorough familiarity with principles and current approaches to planning, monitoring and evaluation of development programs using both quantitative and qualitative methods.
- Strong facilitation skills.
- Proven analytical & critical thinking skills
- Ability to design strong terms of reference and conduct baseline reviews; mid-term reviews and end-of-program assessments

Contact details	Interested candidate can send his and her resume along with cover letter at contact@mvda.org.in and can go through our website www.mvda.org.in for more information about the organization. Contact person: Mr. Avtar Singh Negi (Secretary) Contact number: 09627271962, 09412079206
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MVDA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, economic status, marital status, veteran status, sexual orientation, or any other legally protected status.

