

## JOB DESCRIPTION:

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### Associate/Senior–Associate (Monitoring and Evaluation)



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#### Position Details

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Location:	Mumbai
Remuneration:	Rs. 35,000 to Rs. 45,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	Minimum 1 year with the possibility of extension
Application Deadline:	Ongoing (Applications will be considered on a rolling basis)

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#### About The Organisation

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Aparna Bhasin Consulting (ABC) provides strategic guidance and support to not-for-profit organisations, foundations, educational institutions and emerging CSR campaigns. ABC specialises in the areas of education, healthy child and adolescent development, and related social areas. We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. Our services include, but are not limited to: project conceptualisation; framework design; sustainability and scale-up strategy, implementation strategy and planning; capacity development and training; and research design and analysis.

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#### Summary of the Role

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Aparna Bhasin Consulting is a young and energetic company with multiple opportunities for professional growth. The candidate will work to meet client needs primarily in the area of its Research and Evaluation vertical. This will primarily include designing M&E frameworks and processes, conducting research, and analysing and reporting on data.

Examples of evaluation projects conducted in the past include developing a framework to evaluate the impact of a sports for development programme on middle and secondary school students; and designing and developing a framework to evaluate the end impact of a training programme for facilitators on student beneficiaries.

Additionally the candidate will have the opportunity to explore and develop new skills by actively participating in our other areas of work. This would include conceptualising development-sector programs, creating program frameworks, participating in capacity building workshops and trainings and many more. The candidate will also collaborate on strategic direction and business development activities, and conduct minor administrative tasks for the overall growth of the organisation.

You can read more about the people we work with, the projects we work on, and about our team at [www.aparnabhasinconsulting.com](http://www.aparnabhasinconsulting.com)

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## Duties & Responsibilities

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The Candidate will be responsible for various tasks, both for Client Projects, and for Organisational Development. These tasks include:

- Designing monitoring, evaluation and reporting frameworks and relevant tools
- Conducting or supporting in the training of stakeholders, especially with regard to data collection and collation
- Conducting secondary research and analysis to provide the evidence-base for projects
- Conducting quantitative and qualitative primary research
- Compiling and analysing data received from clients' M&E activities, and reporting findings in the formats required
- Presenting the findings to the client project team
- Supporting in the design of educational programs and their frameworks
- Providing support for other types projects when required
- Other administrative tasks as required

*N.B. – The role requires occasional travel to client locations in urban or rural parts of India. The candidate must be willing and able to travel independently.*

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## Desired Skills & Experience

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Candidates interested in the position should meet the following criteria:

- Undergraduate degree in any discipline
  - Graduate degree beneficial
- Fluency in English and Hindi
  - Additional fluency in other Indian languages beneficial
- Minimum 3-4 years of work experience in data analysis
  - Experience in the not profit and/or education sector is beneficial
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Keen interest to learn, and to explore new skills
- Demonstrable ability to work independently
- Self-motivated and organised, with an attention to detail
- Ability to work on multiple concurrent tasks

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## Application Process

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To apply, please send the following documents to [info@aparnabhasinconsulting.com](mailto:info@aparnabhasinconsulting.com):

- Updated CV
- Letter of Motivation, which includes the following:
  - Why you are qualified for the role
  - Any relevant experience matching the expected duties and responsibilities

**Important:** Please mention the following in the Address Line - “[Name] - Application for [Name of Role]”