

## JOB DESCRIPTION:

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### Associate – Monitoring and Evaluation

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#### Position Details

Location:	Mumbai
Remuneration:	Rs. 25,000 to Rs. 35,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	Minimum 1 year with the possibility of extension
Application Deadline:	Applications will be considered on a rolling basis

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#### About The Organisation

Aparna Bhasin Consulting (ABC) provides guidance and support to not-for-profit organisations, foundations, educational institutions and CSR campaigns. ABC specialises in the areas of education, healthy child and adolescent development, and related social campaigns. We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. We provide services in areas including, but not limited to: strategic and programmatic design and planning; capacity development and training; educational content development; and research and evaluation.

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#### Summary of the Role

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 ABC's Research & Evaluation vertical. This will include designing M&E frameworks and processes, conducting research, and analysing and reporting on data.

Examples of research projects conducted in the past include evaluating the impact of a sports-for-development programme on middle and secondary school students; supporting the annual M&E process for a youth mentoring program; 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 may include tasks such as supporting the team in conceptualising social development programs, participating in capacity building workshops and trainings, and many more.

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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As part of the programs or projects undertaken by Aparna Bhasin Consulting, the candidate's role may include the following:

- 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
- Supporting in the design, development, and planning of educational programs
- Supporting the design and implementation of ABC's own programs
- Supporting other types of 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 1-2 years of work experience in data analysis
  - Experience in the non 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):

- Up-to-date CV
- Letter of Motivation, including:
  - 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 Associate - Monitoring & Evaluation”