**Job Description: Expert - Research and Impact**

|  |  |
| --- | --- |
| **Base Location** | Ahmedabad |
| **Experience** | * 8-12 Years relevant experience in development research and evidence building (Gender, agri, livelihoods, climate matrix) for development projects implemented by national/international NGOs/UN bodies/ Government;
* Experience in designing tools, conducting research and developing strategies for data collection, analysis and production ofreports;
* Proven ICT skills, especially in the development and use of using database software andtechnology
* Expertise in analysing data using statistical software – SPSS, STATA etc is a preference.
* Proficient in using advances Microsoft Office tools
* Strong training & facilitation skills.
 |
| **Qualification** | Communication PG with exposure to development themes |
| **Reporting Mechanism** | Head – Agri capacity Building and climate Change, FWWB India |
| **Remuneration** | INR 12-18 L/Annum |
| **Application:** | Interested candidates are requested to apply before 4th April 2024 and share their resume’s at careers@fwwbindia.org with subject line NAME-Expert-Research and Impact |

**Expert – Research and Impact**will lead the implementation of appropriate metrics tomeasure the impact and monitoring the progress of our on-ground programmes. S/he will lead theresearch and Impact team with leveraging the power of data to push forth organizational andthematic goals - ensuring the accuracy and authenticity of on our thematic interventions with right representation for internal use and sharing with our stakeholders.

The Expert will work closely with the Head to operationalise and execute the log frameworksand the monitoring processes laid out to achieve the primary goals of the organisation.

**Key Roles and Responsibilities:**

**Organizational:**

**I. M&E and Database Management Systems (DMS)**

* Manage M&E Data Management Systems – data collection, case management, MIS, datareporting and data visualization to ensure efficient andevidence-based implementation of the programs.
* Maintain the data and information on the M&E DMS platforms and provide ongoing systemssupport; tracking activity, tools and databases, and reports in collaboration with program team.
* Ensure accurate and timely input of project information in the computerized database system
* with the help of program team
* Collect, maintain and manage the data related to projects/ programs and provide necessary
* updated information for analysis and reporting periodically.
* Devise and maintain a complete reporting system for generation of various reports from theM&E DMS.
* Maintain a strategic overview of the M&E DMS at FWWB and participate in meetings to
* Ensure high quality, accessible data and information about the thematic programmes isavailable for internal and external audiences/stakeholders (including donors)

**II. SYSTEM DESIGN**

* Select, design and optimize approaches to manage knowledge and data to supportinternal and external stakeholders in ascertaining impact.
* Design & implement tech-based data collection tools, monitoring tools, knowledgemanagement tools, reporting tools and real-time visualization tools.

**III. DATA QUALITY ASSUARANCE**

* Ensure accurate and timely M&E data entry operations and that data are readily available asappropriate to the stakeholders and ensure that the data in the M&E System is accurate and regularly updated.
* Reporting data verification and timely entry of data into the M&E database managementsystem

**IV. KNOWLEDGE MANAGEMENT AND CAPACITY BUILDING**

* Advise and support program teams to manage their internal M&E DMS.
* Provide technical assistance to the program and data teams to ensure participation in M&Eprocesses and adequate flow of information and data.
* Conduct trainings and workshops for the program teams to maintain and operate theM&E DMS developed.
* Lead the research and supporting communication team members in providing reliable data for organizational external and internal communication.

**Programmatic:**

**I. M&E PLANS, PROCESSES AND FRAMEWORKS:**

* Support the Head in designing M&E Frameworks – Theory of Change (ToC), Logical Framework Analysis (LFA), Result Chain, Results Framework, Outcome, Output, Monitoring Framework) etc.
* Implementing M&E systems as per the developed M&E Frameworks to ensure quality ofprogram implementation.
* Work with programmes at the inception phase to define M&E plans for the programs, andtargets, implement donors’ requirements, create long term plans, etc.
* Ensure effective use and implementation of M&E and evaluation processes and document gaps,challenges and design solutions arising at field level.

**II. MONITORING:**

* Develop program monitoring plan based on M&E frameworks developed.
* Develop & redesign monitoring tools and implement them to accurately capture data against
* the process and program evaluation indicators.
* Build capacity of the team on training, use and implementation of these processes byfacilitating comprehensive workshops.
* Manage programmatic dashboard for monitoring indicators to facilitate real-time progress forthe management and program teams
* Analysing the monitoring data to conduct process evaluation for the programs and suggestingkey findings to make course-corrections in periodic reviews with the management and programteam
* Developing reporting structures and mechanism for the monitoring indicators to report on theprogress on periodic basis.

**III. EVALUATION**

* Develop program evaluation plan based on M&E frameworks developed.
* Develop & redesign evaluation tools and implement them to accurately ascertain data for
* program evaluation indicators.
* Analysing the evaluation data (Baseline, Midline and Endline) to conduct program evaluation forthe programs and suggesting key findings to make course-corrections in periodic reviews withthe management and program team
* Developing coherence and interconnectedness between process and program evaluationindicators to build evidence and proof of concept for program (sector) models
* Coordinating with the external agency to conductthird-party evaluation. (if required)

IV. **LEARNING**

* Share learnings with the program team and the management in periodical reports.
* Knowledge management of programmatic monitoring data and organization’s historic data.
* Prepare programmatic baseline, midline, endline and impact reports on a periodic basis.

**V. TEAM MANAGEMENT AND COORDINATION**

* Assist with building the capacity of the Knowledge and Impact team on M&E systems and
* processes to ensure effective delivery of work.
* Undertake regular field visits to provide support for proper application of M&E frameworks andtools.
* Coordinate with program and field teams using data to inform and affect programme and field action.

**VI. COMPETENCIES AND ABILITIES**

* Detail oriented, tenacious and systematic
* Ability to creatively solve challenging problems in the application of research and evaluationmethods.
* Self-starter who will thrive in a fast-paced environment by taking ownership and initiative
* Enjoys working under pressure: flexible, highly organized and able to prioritize work to meet deadlines
* Effective and clear written and oral communication
* Open to learning and using new products