About Peepul

Peepul is an education-focused non-profit. We dream and work towards creating an education system in India that enables ‘every child to realize their potential.’

We work closely with governments at the national, state, and local levels to transform government schools and government systems. The poorest children in India study in government schools and too many of them are falling through the cracks. We are determined to ensure that they receive a high-quality education to help them succeed in life.

We are restless, resilient, and reflective. We aim high, we innovate, we work smart, we work as a team and we use rigorous research to inform our work.

Website: http://peepulindia.org/

Job Description: Associate, Monitoring, Evaluation and Learning

Location: South Delhi
Start date: Immediate
Salary: Commensurate with experience

Role Description

We are looking for an M&E associate, who would be responsible for developing, coordinating, and implementing the monitoring and evaluation, and learning framework for Peepul’s programmes and projects. This will include developing the M&E strategy, developing appropriate metrics for impact (both short-term and long-term), translating the M&E framework into clear and actionable plans for the project team, gathering quantitative and qualitative evidence to regularly monitoring progress, and reporting the insights for programme improvement and evaluation.

Key Responsibilities

- Assist in the development of the programme log frame, particularly in the areas of performance indicators and their measurement
- Develop the monitoring and evaluation framework, tools and data collection systems for different Peepul programmes.
- Assist the project and field team with regular data collection and evidence gathering
- Ensure timely implementation of monitoring projects with a strong focus on execution
and quality assurance – including data validity checks, analysis / interpretation and editorial support.

- Produce periodic reports of the evaluation for internal use and for funder reports.
- Develop and update data dashboards for each project in collaboration with partners and relevant agencies
- Contribute to research projects and organizational learning initiatives
- Empowering and supporting the team to drive high-quality implementation of M&E priorities.

**Person specification**

**Experience:**

- Bachelor's or Master's degree in social work, rural development, statistics, demographics, public policy, economics, education or related field.
- Advanced certificate in M&E, statistics, data analysis or economics is preferred
- A minimum of two years of experience in private or public sector organisations; including demonstrated success in research management and monitoring and evaluation programs in the development sector. Fellowship experience (such as Teach For India, Gandhi Fellowship, etc.) is considered as full-time experience

**Behaviours and attributes:**

- Experience in designing, implementing, and executing M&E systems from project conceptualisation to project implementation, including indicator selection, target setting, tool development, data collection, reporting, database management, and developing M&E and performance monitoring plans
- Knowledge of the major monitoring and evaluation methodologies (e.g. pre-post, qualitative, quantitative, mixed-method, and impact assessment etc.) and data collection and analysis methodologies.
- Knowledge of social science research, micro-planning, large scale survey, data analysis and report writing
- Experience in planning and managing surveys, developing and refining data collection tools, data quality assessments and oversight.
- Experience in conducting qualitative research including but not limited to facilitating focus group discussions, analyzing insights from in-depth interviews, and using observation-based tools to gather deeper insights
- Excellent quantitative, problem solving, analytical and statistical analysis skills (including advanced Microsoft Excel skills and experience with analytical tools such as Alteryx, SPSS, R or Python).
- Capacity to synthesize monitoring data into effective presentation of results to help guide recommendations on performance improvement.
• Strong alignment with Peepul's mission of providing quality education and building stronger education ecosystems in India
• Ability to negotiate and achieve consensus with key stakeholders.
• Ability to creatively solve challenging problems in the application of research and evaluation methods without extensive structural or operational support.
• Self-starter who will thrive in a start-up setting by taking ownership and initiative
• Strong interpersonal, written and oral communication skills
• Openness to listen, learn and contribute beyond the confines of this role
• Hard working, detail orientated, tenacious and systematic
• Enthusiastic to do whatever it takes willing to take personal accountability for delivery
• Enjoys working under pressure: flexible, highly organized and able to prioritize work to meet deadlines.

Recruitment Process

To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to recruitment@peepulindia.org with a cc to nivedita.gupta@peepulindia.org, ensuring you specify the role you are applying for in the subject line of the e-mail. Please include the details of at least two referees within your application.

Selection

The selection process will involve written tests/assignments and interviews with the senior management team of the organization

Reference checking & Probation

As you will be working with children this role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.