

## **JOB DESCRIPTION**

**Job title-** Consultant, Monitoring & Evaluation (M&E) Associate

**Type:** Full-time

**Location** – Basavanagudi -Bangalore

**Experience** –2–4 years in M&E or development research

### **Role Overview:**

The M&E Associate will support the planning, implementation, and analysis of monitoring and evaluation activities across programs. The role involves data collection, cleaning, analysis, and reporting to help measure outcomes and enhance program effectiveness. The associate will also be responsible for conducting periodic field visits to ensure data quality, validate program implementation, and gather on-ground insights to inform program improvements.

### **Key Responsibilities:**

- Design and implement data collection tools (questionnaires, surveys, checklists)
- Support baseline, midline, and endline evaluations
- Assist in defining KPIs, outcome indicators, and data flow frameworks
- Collect and validate data from field teams or partners regularly
- Clean and analyze data using Excel/pandas
- Prepare monthly/quarterly reports, and presentations
- Support program teams with evidence-based decision-making
- Contribute to donor reporting and logframe tracking
- Conduct field visits for data verification and learning
- Document case studies, success stories, and learnings

### **Desired Skills and Experience:**

Candidates interested in the position should meet the following criteria:

- Bachelor's/Master's in Engineering, Economics, Statistics, or a related field
- 2–4 years of experience in monitoring, evaluation, and learning (MEL)
- Knowledge of qualitative and quantitative data analysis techniques
- Good verbal and written communication skills
- Proficiency in Microsoft Word, Excel, and PowerPoint, Pandas
- Keen interest to learn and exploring new skills
- Experience in the non-profit and/or education sector is beneficial