

## **JOB DESCRIPTION**

**Job title-** Intern M and E

**Location** – Basavanagudi -Bangalore

**Experience** – 0-2 years

### **About the Organization**

Sikshana Foundation was started in 2003 by a group of professionals to improve the quality of education delivered by the public school system and has evolved over the years to be able to work with various government institutions to help improve the quality of services rendered. The foundation was set up to work in collaboration with the government and develop sustainable and scalable modules which can be integrated with the existing government workflows. The first decade of the foundation was spent on developing modules to improve learning outcomes in primary schools and the program named “Prerana” has since been adopted by the Karnataka Education department in 2018. While several pilots are being conducted to address the NEP 2020 expectations with the education department, the foundation’s flagship program is currently Grama Digi Vikasana, a program to convert Gram Panchayat Libraries into Digital Transformation Centers in collaboration with Rural Development & Panchayat Raj Department. Along with these programs, the foundation is also engaged in helping Dept. of Health with software solutions, a girl-child program to address the challenges faced by the rural girls in their education and beyond, a rural sports program, etc.

### **Job summary**

The Monitoring and Evaluation (M&E) Associate will be responsible for basic functions such as regular data collection from the field, collecting data for preparing the monthly, quarterly, semi-annual, and annual reports for donors, and updating the donor online database. participate in the design and conducting of monitoring of project activities, and support Knowledge Management and organizational learning activities.

### **Duties and responsibilities**

As part of the programs or projects, the candidate’s role includes 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 quantitative and qualitative primary research.

- Compiling and analyzing data received from field' M&E activities, and reporting findings in the formats required.

**Desired Skills and Experience:**

Candidates interested in the position should meet the following criteria:

- Undergraduate/Postgraduate degree in any discipline.
- Minimum 0-2 years of work experience in data analysis.
- Experience in the non-profit and/or education sector is beneficial.
- Good verbal and written communication skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Keen interest to learn, and explore new skills.