

Job Title	Monitoring & Evaluation Specialist
Job Category	Managerial
Department/Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Upper Age Limit	40 years as on 1 October 2012.
Experience Required	Minimum 10 years
Remuneration	Rs. 60,000 - 75,000. Per Month
Position Type	Contractual
Duration	3 years
Job Purpose	Monitoring & Evaluation Specialist will be responsible for developing Monitoring & Evaluation framework, indicators and tools for measuring the performance of selected Development Schemes / Programme of Government of Odisha.
Responsibilities	<ul style="list-style-type: none"> • Define and develop monitoring framework, indicators and tools for concurrent monitoring of programmes; • Develop Terms of Reference (ToR) and monitoring M&E activities to be carried out by external agencies; • Work with external agencies to develop and apply different M&E and learning methods (including monitoring systems, tools for data collection and analysis, evaluations and participatory reviews) and systems for using it in decision-making to improve impact of Development Programmes. • Review information collected through the monitoring process and identify changes required in framework or tools to be used. • Support external agencies to establish and effectively roll-out M&E framework to capture data and process • Assist external agencies to plan, review, reflect, learn and re-appraise their work. • Document lessons learned, and ensure they are stored in an easily accessible way in the information system or web-portal. • Establish mechanisms to enable PPOMU to assist implementing departments / units in regular reporting • Liaisons with departments to ensure the M&E activities are carried out as per plan and avoid duplication. • Ensure the periodic Monitoring and Evaluation of Development Schemes based on Baseline, Mid-Term and End-Term survey. • Ensure the development of M&E capacity across the departments and agencies to facilitate learning and the sharing of lessons learned; • Undertake any other reasonable duties as may be requested from time to time.
Selection Criteria	<ul style="list-style-type: none"> • Post Graduate Degree in Social Sciences, Social Work, M.Sc. in Statistics, MBA or other relevant degree. • Should possess specialized knowledge of different M&E techniques • Good understanding and hands on experience of Monitoring & Evaluating in development programmes. • Solid analytical and research skills, both in qualitative/quantitative approaches. • Good writing skills, for publication of research and consultancy reports. • Good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.