

JOB DESCRIPTION- M & E : COORDINATOR, RPC and SPS



ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health. We have currently multiple programs running across SNEHA which are Maternal and Newborn Health, Child Health and Nutrition, Empowerment, Health and Sexuality of Adolescents, Prevention of Violence against Women and Children, SNEHA Centre, SNEHA Shakti, Healthy Cities Project, Palliative Care, and Livelihood Generation.

ABOUT THE PROGRAM

Monitoring and Evaluation (M & E) is a centralized domain of SNEHA with an independent framework of monitoring, assessment and reporting of program outcome and impact. The role of the domain is to create evidence of models of urban health intervention that can be scaled and replicated through government and other NGO's thus increasing the impact of the models. The domain closely works with SNEHA's programs on maternal and newborn health, child health and nutrition, adolescent health and wellbeing and violence against women and children.

THE PROFILE

The Monitoring and Evaluation Coordinator will be responsible for the quantitative evaluation and implementation and management of the monitoring system of the program.

JOB LOCATION

Bandra/Chembur

DUTIES & RESPONSIBILITIES:

- Develop monitoring framework to track the progress of program activities
- Designing quantitative surveys and sub-studies
- Overseeing field level data collection to ensure valid data and ensuring ethical compliance
- Design and development of formats in mobile apps/databases
- Design and development of dashboards using data visualization software
- Undertake data processing and analyze data collected for monthly, quarterly and annual reports
- Coordinating with Information Management team to design, develop and implement an efficient MIS
- Participate in SNEHA's research activities and support in ethical compliance for program M & E
- Disseminate findings from monitoring/evaluation data to program and managerial team
- Recruitment and training of Data Officers as and when required
- Ensuring adherence to SNEHA values, policies and guidelines

MANAGEMENT & REPORTING

Reports to Associate Director, M & E

QUALIFICATIONS & EXPERIENCE

- Master's Degree in Economics/Statistics/Commerce/Social Sciences/Public Health or allied fields
- At least 3 years of experience in the design and implementation of M&E/MIS in development projects
- Knowledge of quantitative research methods
- Experience in survey data collection
- Expertise in analyzing data using statistical software (SPSS/STATA)
- Proven ability to work with digital data collection and visualization platforms
- Basic knowledge of qualitative research
- Excellent writing and documentation skills

SKILLS & COMPETENCIES

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Position Name mentioned in the JD"