UDYOGINI

Job Specification for Associate - Monitoring Evaluation & Learning

Number of Vacancy – 01

Location: Mandla (Madhya Pradesh)

Job description: Reporting to Lead - Programme, you will be responsible to:

1. **Data management, analysis and reporting:**

- Provide support for project performance monitoring activities and systems, including necessary data management and visualization software and data collection instruments, to collect, store, manage, analyze and report M&E data on indicators
- Liaise with multiple stakeholders for timely data collection, verification and feedback
- Conduct regular and ad-hoc data analysis and develop reports (monthly, quarterly, annually) to share knowledge, demonstrate progress and facilitate continuous learning for project management
- Ensure timely MEL reporting to Project Manager and other stake holders
- Working with the communications team, translate data into simple, powerful messages that resonate with various stakeholders and audiences
- Working with Research, Data and Innovation (RDI) and Managing for Results (MfR) teams to ensure that data collection and analysis are of the highest standards Collaborative

2. **Learning and Adaptation**

- Support collaboration, learning and adaptation efforts, to help in the identification, analysis, and synthesis of lessons learned from program implementation
- Coordinate with clients, network and implementation partners, project colleagues and other stakeholders to support the development of learning-oriented reports
- Participate in regular project management planning meetings and provide analytical feedback and support to inform technical decisions
- Engage the project team in the Learning Plan, leading the writing of the plan and ensuring that the project staff understand their roles, how the project fosters collaborative learning and systematically shares the learning and uses it to adaptively manage the project, especially learning between the pilots.

3. **MEL Plan Development**

- Support annual MEL planning process, including engaging partners and stakeholders during annual stock-taking events and other project related opportunities to intentionally and iteratively adapt and improve the ToC and MEL plan; update, annually or as needed, the project's MEL Plan and Performance Indicator Reference Sheets (PIRs), Context Indicator Reference Sheets (CIRS) and other elements of the MEL plan
- Support and advise colleagues on activity-level and project-wide monitoring and evaluation efforts, ensuring quality and consistency

4. **Data Quality Assurance**

- Responsible for data quality assurance, including regular data quality assessments and supporting the development of systems to support high quality performance data
- Ensure MEL procedures support data quality assurances, develop and document the procedures as needed for the project.

Desired Profile and Skills:

- Master's degree in a related discipline
- Experience in supporting MEL for developmental projects, ICT/ communication/ outreach/ engagement is strongly preferred
- Experience with project start-up, where systems and procedures need to be developed

- 2 to 3 years of relevant experience in monitoring, evaluation, and learning
- Experience implementing MEL Plans, including both quantitative and qualitative data collection, analysis and reporting on performance and context indicators through development projects or related industry projects
- Experience using digital technology for data collection, management, analysis, and reporting
- Demonstrated experience with M&E lifecycle, including conducting interviews, surveys, and other data collection methods, cleaning data, managing data responsibly, analyzing the data, effectively conveying key insights and contextualizing results, documenting processes, methodologies, managing and/or conducting evaluations, etc
- Experience with mid-term and final evaluation management
- Detail oriented, able to manage multiple priorities, ensure highest standards and consistency of work
- Demonstrated experience conducting formal and informal MEL trainings, mentoring staff and staff from partner organizations
- Excellent facilitation, communication, organizational, and interpersonal skills
- Experience working effectively and respectfully in diverse teams and communities
- Ability to meet deadlines, take initiative and accomplish work with minimal supervision
- Strong critical thinking capabilities with an ability to rapidly assess situational needs, develop problem solving strategies, and implement sustainable solutions
- Strong communication skill in English and Hindi
- Ability to work in an unstructured, fast-paced environment

Compensation: INR 4,20,000 to 4,80,000 annually

How to Apply: Please share your updated CV to hr@udyogini.org along with a cover letter and any relevant writing samples or projects (if available) by December 5, 2026. Shortlisted candidates will be contacted for an interview. Do not forget to mention the name of the position in the subject line along with the location in your mail.

Female candidates are encouraged to apply for this position.