**POPULATION SERVICES INTERNATIONAL, INDIA JOB
DESCRIPTION**

TITLE: Manager - Monitoring, Learning and Evaluation

LOCATION: Patna Bihar

DEPARTMENT: Research

REPORTS TO: Senior Manager - Program Implementation

SUPERVISES: None

GRADE LEVEL: D

CATEGORY: Program Support & Management

Population Services International (PSI) India is a non-profit, non-governmental organization dedicated to ensuring accessible and affordable healthcare for vulnerable populations in India, thereby improving their quality of life and well-being. Established in 1980 under the India Societies Act of 1860, PSI India began implementing full-scale activities in 1988. Over the past thirty-seven years, PSI India has demonstrated unwavering dedication and strong expertise in program implementation, planning and policy, research and evaluation, social behaviour change communication, and strategies for building habitable, sustainable, and healthy cities. PSI India has positively impacted the lives of millions across various states through its diverse programs. Its technical and operational capabilities have engaged government bodies, international and national philanthropic agencies, and private entities to address a wide range of health issues, including reproductive health, maternal health, child health, non-communicable diseases, communicable diseases, HIV/AIDS, and nutrition. For more information, please visit www.psi.org.in.

A. POSITION PURPOSE:
PSI India seeks an experienced, dynamic candidate for monitoring, learning and evaluation. This position would be responsible for working along with Senior Manager - MLE in ensuring timely and smooth functioning of all MLE related activities for the states of Bihar and Jharkhand in program. The MLE work plan includes synthesis and analysis of data from Health Management Information System (HMIS), Project Management Information System (PMIS), analysis of population based large scale sample surveys (5 rounds of NFHS and 2 rounds of OTS), baseline facility readiness assessment, analysis of Reflection and Action to Improve Self Reliance (RAISE) and 2BY2 matrix. Further, the work plan also includes integration of a data quality assurance (DQA) mechanism, analysis of cost efficiency, government financial contribution for FP and urban health and conducting qualitative case studies for learning purpose. This position is responsible to triangulate and synthesize collected data and information, generate actionable insights for the program, as well as improve utilization of data in decision making for the states of Bihar and Jharkhand.

B. DUTIES AND RESPONSIBILITIES:

- Analyze HMIS data for cities of Bihar and Jharkhand on a monthly basis, update HMIS Dashboard, prepare GI HMIS Reporting tools and share with program team.
- Conduct a baseline survey of facility readiness for DH/DWH/CHC and UPHC readiness in the scale-up cities of Bihar and Jharkhand
- Work towards designing methodology for implementing quick surveys to measure intermediate outcomes and impact at user level particularly to measure precursors/ intermediate outcomes such as "Percent of women who intend to use contraception in the next 12 months" committed in list KPIs
- Employ HMIS modeling approach to analyze HMIS data for estimating annual client volume, annualized additional users, and mCPR growth for each implementing city and state urban totals
- Track reporting of private sector contraceptive data and estimate key intended outcomes/results from private sector
- Build capacities of state and city level government key staffs to conduct HMIS analysis methodology and guide databased decision making.
- Analyze RAISE assessments and use findings to determine specific actions to improve local programming by stage of program implementation. Lead the process of administering a post--RAISE tool PRAISE in alumni cities in collaboration with GI MLE partner and will do the analysis and prepare reports every quarter
- Custodian for maintaining and updating the coaching log database from the start-up of the program implementation to document the progress of efforts to institutionalize local coaching programs within the government system.
- Design project management information system (PMIS) to measure scale-up of high- impact interventions, implementation strength including the setting of clear targets for each city and monitor consistently to assess the quality and coverage of HIIs in existing and scaled-up cities
- Establish a system of mechanism to monitor health system bottlenecks such as commodity stock-outs and paucity of health workers to address these issues (feedback loops in place)
- Track both commitments and expenditure quarterly and update the data in the India tracker and prepare city wise reports with clearly highlighting the areas require attention for strengthening budget allocation and improving expenditure
- Conduct routine data quality assessments for the selected key indicators reported under health system strengthening efforts and prepare RDQA reports for sharing with the government to facilitate their decisions on data quality assurance
- Monitor 's diffusion work in urban and rural geographies and use HMIS data to measure the impact at the user level in terms of population coverage and net contraceptive uptake.
- Lead the process of conducting of at least two special qualitative studies per annum that synthesize and triangulate with other available data sources and generate actionable insights for the program and cost-benefit analysis to measure the capacity and efficiency of the platform.

C. QUALIFICATION AND EXPERIENCE:

- Post-Graduate with specialization in Social Science/Population Studies/Statistics/Public Health
- 5-8 years of experience in the related field which is inclusive of program M&E and/conducting implementation research.
- Willingness to travel a minimum of 33% time every month across project geographies.

D. SKILLS:

- Strong quantitative and analytical skills using a statistical package (preferably Stata)
- Skilled in analyzing unit level data of census and other large scale sample survey data such as NFHS
- Training and relevant practical experience in quantitative and qualitative research methods, including design, data collection, data quality assurance and analysis
- Experience in managing and supervising a monitoring and evaluation team of data collectors preferred.
- Experience of working in online MIS and coordinate Information Technology activities
- Ability to communicate technical information clearly and effectively
- Interpersonal skills necessary for mentoring, organizational skills and ability to multi-task;
- A team player with strong facilitation and mentoring skills.

E. COMPETENCIES:

- **Results Focused:** Move focus from analysis to action; show persistence to overcome obstacles; take immediate action to solve problems; ensure follow through.
- **Drive change and innovations:** Act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results.
- **Develop others:** give people challenging assignments to develop their capabilities; provide timely coaching, instruction and feedback, create an environment where failure is seen as an opportunity to learn. Coaches others and helps them develop their knowledge and skills; give people authority to make decisions.
- **Understand Donor and Development Perspective:** See PSI India from the donor point of view; understand the market forces that impact PSI India; understand current donor strategy and where it is likely to lead in the future. Invests time to understand the donor's priorities, procedures, and systems; Knows donor strategic plans and how they will impact PSI India
- **Communicate and Share Information:** share information people need to make decisions or avoid problems; keep people informed about all issues that may affect them; Communicates clearly, concisely and to the point; Keeps people informed on a timely basis of change, key events and decisions that may affect them
- **Sector Knowledge:** Should have sound knowledge of development sector and its challenges

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability