# Terms of Reference for the Position of 'M&E Consultant – Axshya Plus', GLRA India

## Specific Responsibilities:

- Support Project team in development and implementation of project M&E

- Implementation of standard operating procedure for project MIS

- Provide technical support to district project team on MIS and data analysis

- Prepare daily/ weekly progress reports; compile monthly/quarterly reports and other necessary reports as per project requirement under the supervision of the program manager

- Evaluate data to develop useful and insightful information from a variety of data sources. Communicate results effectively to all concerned staffs under supervision of Program Manager.

- Development and roll-out of need-based recording and reporting tools for project

- Provide support to Team Lead and MIS Assistant at district level for verification and validation of MPR/QPR with the source documents

- Provide support to district project team in improvement of data quality

- Work with project team to develop and understand data analysis requirements.

- Organize and undertake training of project staff and implementing partners on M&E/MIS as required.

- Maintain and administer the M&E database; analyse and aggregate findings.

## Qualifications & Experience

- Bachelor's degree in any discipline, preferably in Masters.

- Minimum of 8 years' experience, post qualification after graduation.

- Any professional certificates related to data management or M&E

- Working knowledge of Microsoft Office applications including Excel, Word and PowerPoint and Outlook

- Working knowledge of google sheet, macro in excel, and Epi-collect

- Exposure of International funders data management.

## Competencies and Skills:

- Familiarity with health system database (i.e. Nikshay) and information system technologies.

- Ability to work independently with a minimum of supervision.

- Ability to work under time pressure and meet deadlines

- Must be a self-driven individual with a strong sense of initiative.

- Work effectively within a team environment throughout the development life cycle.

- Good interpersonal skills including problem solving and leadership abilities.

- Excellent verbal and written communication skills.

- Detail-oriented with the ability to work independently.

- Ability to plan, set priorities, handle multiple tasks under tight deadlines

**Interested candidates may submit resume(indicating their motivation to apply) to axshya.plus@glraindia.in.**