

## ❖ TORs for 1 Monitoring & Evaluation Officer for STEPS Project

Position Code: MEO-1

Position based in **New Delhi**

### **Qualifications and competencies:**

- Postgraduate degree in statistics/demography/economics or other relevant areas with a minimum of three years work experience in the development sector
- Experience in monitoring and evaluation
- Excellent written and verbal communication skills in both English and Hindi.
- Knowledge of any other language will be an asset
- Demonstrated competence in designing and coordinating large scale studies
- Experience with report writing.
- High level of English-language proficiency.
- Have worked in/ with the state health systems

### **Specific Tasks:**

The M&E Officer is responsible for the following activities:

1. Design the M&E format for the project
2. Help in integrating M&E indicators into the intervention District Health Management Information Systems (HMIS)
3. Assist the Project for M&E and ensure timely analysis and reporting on program progress to donors
4. Supporting the project in conducting baselines, evaluations and other studies as per need
5. Assisting with the collection, collation and analysis of program information for donor for agency reports
6. Provide analysis and feedback to the state offices and collaborate with the project management Team on M&E information.
7. Assist in training partners in the use of the HMIS for planning, monitoring and to incorporate lessons learnt in revising program strategies/interventions as appropriate