

**Position:** Assistant Manager - Monitoring and Evaluation (M&E) Coordinator

Location: Chennai

Reports to: Lead - Monitoring, Evaluation, and Learning (MEL) Expert

**Qualifications**

Education: Master's degree in Development Studies, Social Sciences, Agriculture, or related fields with additional training in Monitoring and Evaluation.

Experience: 5+ years of M&E experience, preferably in field projects related to livelihoods, ecotechnology, or capacity-building programs.

Familiarity with M&E systems for donor-funded projects, including both FCRA and domestic frameworks.

**Scope of Work:**

The M&E Coordinator will support the implementation of robust monitoring, evaluation, and learning systems under the guidance of the MEL Expert. This mid-level position will focus on project-driven results frameworks, data collection, and reporting to ensure evidence-based tracking of project outcomes. The role involves close collaboration with program teams across thematic areas such as ecotechnology, agriculture, biodiversity, livelihoods, climate change, and health.

**Key Responsibilities:**

Assist in strengthening Theories of Change for various projects and aligning them with MSSRF's goals and frameworks.

Develop and implement project-specific M&E plans, including data collection tools, methodologies, and data flow structures.

Coordinate the establishment of strong baseline data systems for ongoing and new projects.

Support in managing and visualizing data, including preparing dashboards for monitoring progress and evaluation.

Conduct capacity-building workshops for project teams on M&E tools, methods, and data reporting processes.

Assist in synthesizing data into actionable insights and contribute to the preparation of knowledge products, such as case studies, blogs, and reports.

Facilitate reporting by harmonizing project-level indicators with institutional-level frameworks for donor and board-level presentations.

Collaborate with teams in capturing and documenting best practices, lessons learned, and success stories for scaling and replication.

Provide inputs for periodical project reviews, evaluations, and audits as required by donors or internal processes.

Coordinate with the regional and project teams to ensure timely and accurate data collection and reporting.

**Skills:**

Proficiency in both quantitative and qualitative data analysis tools and software.

Knowledge of creating dashboards and data visualization tools.

Strong communication and writing skills for preparing reports and knowledge products.

Ability to work effectively in multi-disciplinary teams and manage field-level data collection.

This position offers the opportunity to contribute significantly to MSSRF's mission of advancing sustainable development through evidence-based practices.