

## **JOB DESCRIPTION**

### **SENIOR MANAGER-RESEARCH AND EVALUATIONS**

#### **1.0 ABOUT US**

Sambodhi Research and Communications helps create high-impact knowledge and catalyse accountability in the public domain through its project management and monitoring and evaluation solutions. At Sambodhi, we offer objective, evidence-based support to implementers, government, donors and corporates. Over the past decade, we have emerged as a pioneer for developing cutting-edge methodologies for evaluation of large scale development interventions. With a close-knit team of 100 professionals we work across South Asia, South East Asia and Sub-Saharan Africa. Headquartered at Noida (Delhi National Capital Region), India, we have full service regional offices in Phnom Penh (Cambodia) and Dar-e-Salam (Tanzania).

Sambodhi provides services to federal agencies, donors, foundations and corporates, in areas of public health, HIV/AIDS, nutrition, water and sanitation, environment, and renewable energy. We have made valuable contribution in monitoring, learning and evaluation programs and have influenced development policies and improved implementation efficiency.

#### **2.0 WHY SAMBODHI**

Sambodhi offers an exciting and challenging opportunity to contribute to high quality multi-input development programmes and to work closely with government, and with key development actors like the World Bank, UN and Bilateral agencies, Philanthropies like Bill and Melinda Gates Foundation, Rockefeller Foundation etc. Being one of the leading and largest M&E service provider in South Asia, Sambodhi offers an extraordinary platform to learn, mentor and innovate in a perceptive environment. Driven by deep rooted wisdom of “Equity in Knowledge”, learning is integral to our work; be it investing in peer driven intensive professional development within Sambodhi or field building on M&E globally. In line with it, it offers an enabled environment for professionals to write, publish and network; to locate themselves in the contemporary discourse on M&E and be a part of the global think-thank.

#### **3.0 JOB DESCRIPTION**

**Job Title: SENIOR MANAGER-RESEARCH AND EVALUATIONS**

**Job Location: Noida**

**Job Summary:**

This role provides with tremendous opportunity to lead and contribute to high quality multi-input development programmes across India. The candidate shall techno-managerial leadership in designing and executing evaluations. S/he is expected to significantly contribute in writing proposals, analyzing data and writing reports and other knowledge products.

**Essential Functions:**

The Senior Manager will perform the following key functions:

- Conceptualize, design and deploy cutting-edge monitoring, learning and evaluation practices across various projects and proposals.
- Develop the capacity and technical expertise of project staff in the field and headquarters to undertake sound Monitoring, Evaluation & Research activities and to use data and findings for effective decision making.

- Lead in the development of high quality, compliant proposals. Conceptualize and implement a marketing/business strategy. This includes developing opportunities with new and existing clients, tracking upcoming RFPs, leading proposal development teams, networking, etc.
- Assist and lead the project team in the development of reports, presentations, and other communication materials. This may include research, drafting, editing, data analysis and presentation.
- Make and deliver presentations of reports / proposals to clients / potential clients.
- Liaison with partner organizations, consultants, vendors and other relevant agencies

### **3.0 DESIRED PROFILE**

**Education:** Doctorate/Masters in Public Health /Public policy/Development Management from Premier Universities

**Experience:**

- Minimum 5-7years' work experience in Research and M&E.
- Experience on contemporary methodologies and practices, with hands-on experience in writing and publications
- Experience of working in the social and development research in management of large scale surveys is desired.

**Personal Competencies:**

- In-depth knowledge of Research, Evaluation, Data Analysis & thematic understanding of various sectors in the social & development domain.
- Should have excellent understanding/ knowledge of the relevant policy landscape and regulatory environment
- High level of involvement, engagement and ownership
- Flair for building quality relationships with clients
- Demonstrated competence in handling teams
- Strong interpersonal and negotiation ability
- Strong time management skill and ability to prioritise
- Willingness to travel extensively

### **4.0 APPLICATION INSTRUCTIONS**

Interested applicants may send their updated resume with a brief pen profile at [resume@sambodhi.co.in](mailto:resume@sambodhi.co.in) by 26<sup>th</sup> March, 2017.