

# Job Description

## Manager/Senior Manager-Research

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### About us

Sambodhi Research and Communications helps create high-impact knowledge and catalyze 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.

### Why Sambodhi

Sambodhi offers an exciting and challenging opportunity to contribute to high quality multi-input development programs 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-tank.

### Job description

<b>Job Title</b>	Manager/Senior Manager-Research
<b>Job Location</b>	Noida
<b>Job Summary</b>	This role provides with tremendous opportunity to lead and contribute to high quality multi-input development programs 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 candidate will perform the following key functions:

- Conceptualize, design and deploy cutting-edge monitoring, learning and evaluation practices across various projects and proposals.
- Develop high quality, compliant proposals. Conceptualize and implementation of marketing/business strategy. This includes developing opportunities with new and existing clients, tracking upcoming RFPs, leading proposal development teams, networking, etc.
- Generate high quality research findings in the form of reports, academic and working papers for internal and external dissemination.
- Lead client engagement during the entire project cycle.
- S/he is expected to stay abreast of the global peer-reviewed literature and be knowledgeable about cutting edge theories and methods of M&E.
- Assist / 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.
- 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.

*The above essential functions are representative of major duties of positions in this job. Specific duties and responsibilities may vary. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job.*

## Desired profile

### Education

Master's Degree in Social Sciences, Humanities, Rural Management or related field from Premier Universities.

### Experience

- 2-6 years of 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 prioritize.
- Willingness to travel extensively.

## **APPLICATION INSTRUCTIONS**

Interested applicants may send their updated resume to [sunil.sahoo@sambodhi.co.in](mailto:sunil.sahoo@sambodhi.co.in).

