

## **JOB DESCRIPTION**

### **ASSISTANT VICE PRESIDENT/VICE PRESIDENT-MONITORING, LEARNING AND EVALUATION**

#### **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: ASSISTANT VICE PRESIDENT/VICE PRESIDENT -MONITORING, LEARNING AND EVALUATION**

**Job Location: Noida**

**Job Summary:**

S/he is expected exhibit leadership in M&E theory and practice, designing quantitative and qualitative evaluations, incorporating contemporary discourse in evaluation work stream. The candidate is expected to generate very high quality reports and research papers as part of deliverables and also as tools to inform stakeholders and the policy landscape. Functioning as a team lead, s/he is also expected to anchor project execution at all stages.

**Essential Functions:**

The VP will perform the following key functions:

- Lead designing and contextualizing methods and practices in evaluation
- 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

- Providing technical expertise and mentoring support to the research team
- Manage project implementation and ensure data quality with active involvement at every stage of research implementation.
- 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

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

### **3.0 DESIRED PROFILE**

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

**Experience:**

- Minimum 8-14 years' 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 and with large data sets 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 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
- Proven influencer and communicator with senior stakeholders within and outside the organization
- 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.