

## Job Opening – Head-Monitoring & Evaluation

NEERMAN is a niche yet highly reputed research firm that conducts rigorous impact evaluations in water-sanitation, public health and nutrition sectors. We also provide allied services such as M&E system development, and social and policy research using mixed methods. Majority of NEERMAN's research studies require collection of primary data so that high quality survey administration and management is a core competency of NEERMAN. We primarily work for leading international organizations such as the World Bank, the Asian Development Bank, and UNICEF. Many of our research studies are implemented in collaboration with leading international institutes and universities where NEERMAN also manages the field survey implementation. Our proven track record for transparency, quality of data collection, results under tight timelines, adherence to human research ethics, rigor of econometric analysis, and adherence to the best practices in publication has seen us established as a preferred research partner for several development organizations and universities. At this stage, NEERMAN is seeking to grow the survey research and management division as a distinct business vertical. This position is advertised for an associate research director to manage and lead the survey research and management division.

### How is working at NEERMAN?

NEERMAN is growing fast but conscientiously to establish ourselves as a premier organization in evaluation research, expand our services to more sectors, and work at a larger scale. Qualified, skilled and driven staff is the engine for this growth, and we hire our colleagues following a rigorous process. We offer a flexible and friendly work environment, but also expect everyone to be highly responsible and accountable to not only their personal tasks but also to their team tasks. We value work attitude and ethics foremost (collaboration, humility, accountability, prompt and clear communication) followed by the skillset and expertise you have (which can be developed). We encourage our colleagues to constantly upgrade their skills and find ways to do things better and faster. NEERMAN also invests in your training and education to help you grow as a professional, but the ask must come from you. We provide internal grants to publish research using secondary data as well as primary data we collected in past projects. Professional growth / promotion at NEERMAN can be rapid if you demonstrate higher levels of skills, knowledge, ability to perform tasks and dependability beyond your position's expectations. Additional benefits such as work-at-home is available to colleagues who have demonstrated they can work independently. The salary and benefits at NEERMAN are competitive and commensurate with industry standards. We believe in work-life balance and have 5-day work week.

### Job Description

To contribute to y-o-y growth of a new focused vertical for M&E research & consulting as well as leading and managing M&E projects for quality and timeliness of each deliverable

Key responsibilities will be to:

| Key Responsibilities                  |                                                                                                                                                                    |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Brand Building &amp; Marketing</b> | Support the marketing & communication plans developed by BD & Marketing Team in terms of participating in webinars / seminars / drafting posts and articles        |
|                                       | Collaborate with BD manager to develop strong brand recognition and promotion strategy for NGOs/CSRs/Govt who currently prefer to work with management consultants |
|                                       | Review the presentations developed by BD & Marketing Team to strengthen the positioning of assigned vertical                                                       |
|                                       | Seek testimonials from clients to enhance brand credibility                                                                                                        |

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| <b>Business Development</b>                    | Build a robust network of influencers for M&E research/consulting and develop strong relationships with them. Meet them periodically for updating them on necessary inputs for passing relevant referrals. Especially, develop market for <u>new</u> foundations, NGOs/CSRs customers                                                                                                                         |
|                                                | Build strong relations with NEERMAN or clients from past-work and generate inquiries through references. Build and manage robust pipeline of client references and fuel revenue growth of the vertical with help from BD and Marketing Manager                                                                                                                                                                |
|                                                | Understand client requirement and prepare M&E approach and proposals in the templates shared by Marketing team, while ensuring adherence to brand guidelines. Coordinate with BD manager to ensure non-technical aspects of proposals are well covered for high winnability                                                                                                                                   |
|                                                | Negotiate and close standard proposals with clearly defined terms in collaboration with BD manager.                                                                                                                                                                                                                                                                                                           |
| <b>Team Building and Consultant Management</b> | Build team to support in M&E research/consulting from NEERMANs existing staff (research, data, field divisions), hire new positions if capability cannot be built internally, identify and hire consultants for support as needed (to fill capability / capacity gap). Build a responsive, high quality network of consultants, develop and execute strategy to keep them engaged / build their capacity etc. |
|                                                | Effective leadership and implementation management of M&E projects, strategic tasks related to M&E, etc. by managing team of NEERMAN staff, field survey agencies, and consultants.                                                                                                                                                                                                                           |
|                                                | Assess capability and capacity of staff and consultants. Provide constructive feedback to the Team to improve capabilities for effectively executing current / future role. Help team members plan for improvement in a time-bound manner, oversee adherence to the plan                                                                                                                                      |
| <b>Project Planning and Execution</b>          | Work as M&E Team lead to provide technical and management leadership to project teams. Design overall research strategy, guide development of tools, plan execution, manage client communication and expectations                                                                                                                                                                                             |
|                                                | Prepare project implementation plan for each M&E assignment. Review and approve weekly actionable for the direct reportees                                                                                                                                                                                                                                                                                    |
|                                                | Ensure that the project plan is as per the scope agreed with each client, and within the budgeted cost                                                                                                                                                                                                                                                                                                        |
|                                                | Prepare workforce budget for executing the assignments in respective vertical, basis effort estimation for executing the current assignment and projections of future assignments                                                                                                                                                                                                                             |
|                                                | Work with the team to troubleshoot; track and minimize bottlenecks in the delivery if any                                                                                                                                                                                                                                                                                                                     |
|                                                | Conduct periodic review meetings with the team to track timeliness and quality of deliverables and analyze reasons for deviation, if any, from expected deliverables                                                                                                                                                                                                                                          |

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|                             | Provide prompt support to the M&E team in decision making to ensure timely elimination of bottlenecks for smooth execution of projects                                                                   |
|                             | Coordinate with the HR, Admin and Accounts teams for ensuring support in hiring, infrastructure and recoveries respectively                                                                              |
|                             | Track all assignments of the respective vertical and ensure on-time closures of deliverables                                                                                                             |
|                             | Ensure 100% compliances to NEERMAN processes and approaches to ensure that the standards are being met across all assignments                                                                            |
|                             | Ensure any escalation from the client is addressed promptly by the team                                                                                                                                  |
|                             | Respond to each client escalation to negate / minimize any adverse impact w.r.t. long-term relation with the client                                                                                      |
| <b>Knowledge Management</b> | Continuously look for the new developments and best practices in M&E, including technology advancements                                                                                                  |
|                             | Develop a robust Knowledge Bank for maintaining the Approaches, Best Practices, Lessons Learned, Training Content and provide appropriate access rights for accessing / updating the same                |
|                             | Encourage team members to use the knowledge bank and organize periodic trainings for to the M&E team                                                                                                     |
|                             | Organize monthly quizzes on the knowledge repositories updated in the Knowledge Bank. Encourage participation of team in fortnightly knowledge sharing sessions and quarterly "Lessons Learned" Sessions |

**Location:** **Mumbai (Preferred) and New Delhi (Possible).**

### How to Apply

Please submit your **detailed CV (don't try to fit everything in 1 page resume)**, a **cover letter** than explains your interest, capability and suitability to work with NEERMAN (Not more than 500 words). Send email with editable format files (e.g., Word not PDF) with a clear subject line "Application for [POSITION]" to [lancy.darwin@neerman.org](mailto:lancy.darwin@neerman.org). Shortlisted candidate will be invited to a series of interviews and tests and asked to submit recommendations/references as needed. Please share link or reference to your 'professional' Linked-In account if available.