

## **MONITORING & EVALUATION, MANAGER**

**New Delhi, India**

### **ABOUT SAVELIFE FOUNDATION**

Globally, 1.25 million people are killed each year in road crashes. 90% of these fatalities occur in the developing world with India leading the global death toll with 150,000 deaths each year. SaveLIFE Foundation (SLF) is an independent, Non-Profit organization committed to improving road safety and access to emergency medical care across India and the developing world. SLF connects research, advocacy, communication and execution (RACE) to operate at the intersection of policy making and grassroots implementation for crash prevention as well as post-crash response. Over the past few years, SLF has facilitated the enactment of key legislations in India such as the Good Samaritan Law, adopted one of India's deadliest highways to transform it into a zero-fatality corridor, trained thousands of Police officers and volunteers in life-saving techniques and built award-winning technology to connect and assist stakeholders including bereaved families from extremely poor backgrounds. SLF has also been recognised as the Best Non-Profit in India by the Rockefeller Foundation, and has won the prestigious Prince Michael International Road Safety Award.

### **SUMMARY**

The Monitoring & Evaluation Manager will be responsible for the designing and implementing of monitoring and evaluation activities of all SLF programs and projects.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Grant/Program Management Support**

- Evaluate all M&E initiatives for all SLF grants/projects including monitoring data quality and tracking the progress of activities.

## **2. System Development**

- Create a framework and procedures for the monitoring and evaluation of project activities.
- Defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- Draft tools and their revisions as well as data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals.)
- Collate data from routine data collection and assess quality and suitability for analysis.
- Act as key liaison on M&E and surveillance activities.

## **3. Data Management and Analysis**

- Preparation of monthly M&E reports and maintain date base.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Observe regularly to ensure the quality of data and to verify the accuracy of reported data.
- Ensure donor, partner and senior management data queries are addressed in an accurate and timely manner.
- Participate in program and project evaluations.

## **4. Communication & Reporting**

- Establishing theory of change, log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout the project implementation.
- Review and analyze weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

## **BASIC QUALIFICATION**

- Minimum 5 years' experience in the design and implementation of monitoring and evaluation in development projects implemented by National or International NGOs.
- Excellent knowledge of monitoring and development issues.

- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Capacity to produce high-quality briefs and reports in English language.
- Strong interpersonal skills and excellent communication skills.

**Compensation:** Commensurate with knowledge and prior experience. Additionally, medical insurance and other benefits as per organization policy.

**Location:** New Delhi

**How to apply:** The interested candidate should send a copy of resume and a cover letter expressing an interest in the role and with details of current and expected annual CTC to [careers@savelifefoundation.org](mailto:careers@savelifefoundation.org). Mention the name of the position in the subject of the email.