



## About the Organization:

Sol's Arc is a registered non-profit organisation established in 2003 under the Charitable Trust Act of Mumbai. Sol's Arc works in the space of inclusive education and livelihood solutions to ensure every last child in the classroom learns and every adult earns. Our pedagogy and tech-based tools enable systemic change to achieve better learning outcomes, which are scalable and deployed through partnerships with governments, NGOs, and multilateral and bilateral agencies.

From working directly with individuals on margins to then partnering with some of India's leading NGOs like Educate Girls, Teach for India etc., we now work at a systemic level through our partnerships with four state Governments, Madhya Pradesh, Meghalaya, Uttar Pradesh and Tamil Nadu. Our growth over the last 6 years has helped us grow from a few thousand individuals to now a reach of over 4 million beneficiaries.

Vision: Every Child Learns, Every Adult Earns

Mission: To create a scalable replicable model to reach every last child and adult.

Values:

- 1) Innovate to include
- 2) Bringing joy to all we do
- 3) Commit to excellence

<b>Job title:</b> Monitoring & Evaluation Coordinator	
<b>Location:</b> Mumbai	
<b>Team:</b> M/E Department	
<b>Reports to:</b> M/E Manager	
<b>Role purpose:</b> Ensure the effective monitoring, evaluation, and reporting of program activities. By developing monitoring frameworks, conducting data analysis, and providing evidence-based recommendations, the Coordinator enhances program efficiency and impact. This role is crucial for establishing mechanisms to track progress, identify areas for improvement, and support informed decision-making across the organization.	
<b>Key Responsibilities</b>	Deliverable Outcomes

	<ul style="list-style-type: none"> <li>● Develop and implement monitoring frameworks for all programs.</li> <li>● Build Logical Framework Approaches (LFAs) and Theories of Change (TOCs) for programmatic activities.</li> <li>● Develop and maintain trackers and databases to monitor program progress.</li> <li>● Conduct preliminary data collection and analysis to support programmatic decision-making.</li> <li>● Provide data-driven recommendations based on analysis.</li> <li>● Review and refine dashboards to ensure accurate program reporting.</li> <li>● Review and refine survey tools as needed.</li> <li>● Conduct training sessions on the use of trackers and data collection formats for stakeholders.</li> <li>● Collaborate with various stakeholders to ensure data integration and effective communication.</li> <li>● Proactively identify opportunities for process improvement and optimization in data management.</li> </ul>
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<b>Person specification</b>	
Qualification:	<ul style="list-style-type: none"> <li>● Master's degree in the relevant field.</li> </ul>
Prior Experience:	<ul style="list-style-type: none"> <li>● 3-5 years of experience, preferably in the context of non-profit organisations.</li> </ul>
Essential skills:	<ul style="list-style-type: none"> <li>● Proficiency in using data analysis software and tools (e.g., Excel, SPSS, or other statistical packages).</li> <li>● Knowledge of monitoring and evaluation methodologies, including data collection techniques, sampling methods, and impact assessment.</li> <li>● Excellent written and verbal communication skills, with the ability to present complex information in a clear and concise manner.</li> <li>● Strong organisational skills and attention to detail, with the ability to manage multiple tasks and meet deadlines.</li> <li>● Ability to work independently and collaboratively in a team environment.</li> <li>● Knowledge of relevant industry standards and best practices in monitoring and evaluation.</li> </ul>

Essential attributes:	<ul style="list-style-type: none"> <li>• Ability to collect, analyse, and interpret both quantitative and qualitative data.</li> <li>• Strong organisational skills with excellent attention to detail.</li> <li>• Ability to maintain accurate and up-to-date data records and reports.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to present complex information in a clear and concise manner.</li> <li>• Understanding of monitoring and evaluation methodologies, including data collection techniques, sampling methods, and impact assessment.</li> <li>• Ability to work effectively within project timelines and deliverables.</li> <li>• Strong organisational and time management skills to manage multiple tasks and meet deadlines.</li> </ul>
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<b>Other Specification</b>	<ul style="list-style-type: none"> <li>• Must have a passion and charisma to train and travel across rural and urban places in India.</li> </ul>
<b>Working Hours</b>	10 am – 6 pm / Mon-Fri

**TO APPLY, [Click here.](#)**