



TERMS OF REFERENCE

- Position Title : Monitoring and Evaluation Associate (One)
- Organisation : India Development Foundation of Overseas Indians
- Duration of Contract : Maximum three Years subject to renewal every year based on performance and requirement
- Compensation : Monitoring and Evaluation Associate (Rs. 60,000 p.m)

Last date of submission: 30 September 2015

The final selection will be on the basis of due weightage given to CV, a written test and an interview. From the applications received, a maximum of 10 candidates will be selected for the written test. On basis of results of the written test, a maximum of 5 candidates will be selected for interview.

Detailed Terms of Reference is at www.moia.gov.in All eligible candidates can send their application along with latest resume to hr.idfoi@gmail.com. The subject line of the mail must mention the position which they are applying for. All applications have to be submitted with the latest CV and details filled in the format as at Annex I. **Candidates who do not submit both the CV and details as at Annex I, will not be considered.**

The India Development Foundation of Overseas Indians (IDF-OI) is a not for profit Trust established to serve as a credible institutional avenue to enable overseas Indians to engage in philanthropy to supplement India's social development efforts. IDF-OI channelizes the philanthropic propensities and resources of the overseas Indian community into national development and social projects.

Job Title: Monitoring and Evaluation Associate

Duty Station: Delhi with regular travel within India

JOB DESCRIPTION

Establishing and managing a robust monitoring and evaluation system with well-defined results, milestones and targets for IDF-OI funded projects

Project Selection

1. Undertake visits to the various states and meet identified Ministries in Govt of India and State Govt departments to identify projects based on IDF-OI's focus areas
2. Ensure that projects are shortlisted based on IDF-OI's framework
3. Establish and maintain good working relations with the relevant Ministries/State Government departments, as well as other state level stakeholder groups
4. Regular follow-up with the identified Ministries and State level agencies for submission of all project related information as required by IDF-OI
5. Identify the NGOs who fulfill the criteria set up by IDF-OI and thereafter coordination with such NGOs as above.

Monitoring and Evaluation

6. Establish Monitoring and evaluation system for IDF-OI implementation partners
7. Ensure information is filed according to compliance protocols as set forth by IDF-OI
8. Participate in 3rd party assessments and evaluations of projects funded through IDF-OI
9. Oversee communication of M&E progress and results
10. Ensure completion of evaluations as per the agreement

Reporting

11. Ensure easy access to M&E reports and data and make sure they are distributed timely.
12. Ensure that all project progress reports of IDF-OI funded projects are updated on quarterly basis and are readily available on demand

