



Position: Monitoring and Evaluation Associate

Type: Full-time

Number of positions: 1

Location: Based in Hyderabad

Reports to: Monitoring and Evaluation Officer

About VOICE-4 (formally recognised as VOICE-4)

VOICE-4 is an **evolving organisation** dedicated to creating **gender transformative safe spaces** for empowering adolescents, women and youth. VOICE-4 has provided successful internships to over 7,000 college students from more than 70 colleges to positively impact the lives of over 3,50,000+ adolescent boys, girls and young women in over a decade across nine states of the country.

Key focus areas:

- **VOICE-4 Girls:** Equipping adolescents with critical knowledge and life skills;
- **VOICE-4 Women:** Empowering young women through programmes that centre gender and leadership;
- **VOICE-4 Policy:** Advocating to address systemic gender barriers and foster equitable development;
- **VOICE-4 Innovation:** Pioneering new ideas and scalable solutions to foster gender equality.

Are you passionate about girls' rights? Do you have it in you to travel to the remote corners of India to reach out to thousands of girls and women? Do you believe that you can change someone's life? Are you ready to take on the huge responsibility of being a changemaker? If so, get in touch with us.

Job Description:

The Monitoring & Evaluation (M&E) Associate will be responsible for supporting the implementation of VOICE-4's monitoring, evaluation, and learning systems across its core programmes. The role involves collecting, managing, and validating programme data, maintaining dashboards and trackers, supporting data analysis and reporting, and ensuring the accuracy and quality of programme information. Working closely with programme teams, the M&E Associate will contribute to generating evidence on programme performance and impact, enabling data-driven decision-making and continuous programme improvement in alignment with VOICE-4's mission of empowering adolescents. **The key role and tasks are given below:**

1. Data Collection & Entry

- Carry out routine data collection from field teams, partners, and beneficiaries.
- Conduct both quantitative and qualitative data collection - including surveys and structured questionnaires (quantitative) and key informant interviews, focus group discussions (FGDs), and case-story documentation (qualitative) with beneficiaries and field staff.
- Enter data accurately into databases and MIS; keep records organised and up to date.
- Administer surveys, KAP assessments, and pre/post questionnaires using mobile data collection tools (e.g. KoBoToolbox, ODK, Google Forms).
- Support bilingual (e.g. English/Telugu) data collection and documentation where required.

2. Data Quality & Management

- Run routine data-quality checks (QCR) and flag errors, gaps, or inconsistencies.
- Maintain databases, trackers, and filing systems for M&E records.
- Support and train enumerators and field staff on tools and data collection protocols.
- Ensure data handling complies with applicable data protection standards (e.g. DPDP Act 2023), including consent documentation.

3. Analysis Support

- Assist with basic quantitative analysis under supervision, descriptive statistics, cross-tabulations, and summary tables in Excel (SAS/R/SPSS a plus).
- Assist with qualitative analysis under supervision - coding, thematic analysis, and synthesis of interview, FGD, and case-story transcripts.
- Track progress against logframe indicators and update monitoring trackers.
- Support baseline, midline, and endline surveys, and lead on data cleaning.
- Assist in preparing impact assessment reports that combine quantitative and qualitative findings to compare pre/post outcomes across programmes.

4. Reporting Support

- Draft sections of progress reports and compile data for review by the M&E .
- Prepare tables, charts, and simple visualisations or dashboards to communicate findings to non-technical stakeholders.
- Take notes at learning reviews and help document lessons learnt.

4. Operations & Field Support

- Provide operational support to programme and M&E activities - coordinating logistics, schedules, and materials for data collection and field visits.
- Support training of enumerators, field staff, and partners on M&E tools, data collection protocols, and reporting requirements.
- Assist with field monitoring visits - observing programme delivery, checking data collection quality on-site, and documenting field observations.
- Coordinate with Field Coordinators, Community Coordinators, and Reporting Officers to ensure smooth data flow and timely reporting.

Skills and competencies:

REQUIRED

- Bachelor's/Master's degree in Statistics, Social Work, Public Health, Development Studies, Economics, or a related field.
- 0–3 years of experience in M&E, research, or data roles; internships, fieldwork, or volunteer data work count.
- Proficiency in Google Workspace (Docs, Sheets, Slides, Forms) with strong spreadsheet skills.

- Familiarity with statistical software (SAS, R, SPSS, or Stata) and willingness to build these skills further.
- Basic understanding of M&E concepts - indicators, logframes, and Theory of Change.
- Good written and verbal communication and strong attention to detail; regional language proficiency preferred.
- Attention to detail and accuracy in data entry and cleaning.
- Integrity and objectivity in data handling.
- Organisational skills and ability to follow protocols and deadlines.
- Willingness to learn and take direction from senior staff.
- Adaptability in low-resource or changing field environments.

PREFERRED

- Prior exposure to the NGO, development, or social sector, especially gender/youth-focused or health/education programmes.
- Familiarity with mobile data collection tools (KoBoToolbox, ODK) and analysis software (SAS, R, SPSS).
- Skills in data visualization (Google Sheets charts, Looker Studio, Power BI, or Chart.js dashboards).
- Familiarity with the local language and programme context.

How to Apply:

- Send a CV and short cover note to sajith@voice4girls.org with the subject line "**Application: M&E Associate .**"
- Visit voice-4.org for more on VOICE-4's programmes and approach.