

## Terms of Reference (ToR)

### Position Information

Office/Project	TB Project
Designation	Monitoring and Evaluation Executive
Reporting Supervisor	M & E Manager
Duty Station*	Delhi/ NCR
Type	In Person- Consultant Full-time
Total Position Openings	01
Project Period	01-May-2024 to 31-Mar-2027
Travel	70% of travel to project locations in a month

Doctors For You is seeking applications for M&E Executive in its TB Projects. We are looking M&E executive to evaluate and analyse the project against set M&E indicators. Ideal candidate will work from the admin office in Delhi/ NCR.

### **Qualification, Skills & Competencies:**

- A university degree in Public Health/ Public Administration/ Social Policy/ Social Development/ Community Development/ or other relevant disciplines.
- At least 1-2 years of overall experience in public health projects, including experience in monitoring and evaluation of health care programs.
- Excellent communication, presentation, and analytical skills, along with strong interpersonal skills, to effectively build and manage professional relationships with technical experts and other partners.
- Advanced knowledge of MS Office applications to the extent of data analysis.
- Ability to work independently and under pressure, manage multiple tasks concurrently, willing to travel, and meet deadlines with attention to detail and quality.
- Will be able to travel for 70% of the time to carry out the project activities.

### **Roles and Responsibilities:**

- Assists M &E Manager for preparing monitoring and evaluation plan for all the activities proposed under the TB vertical.
- Regularly monitors the activities of cluster Coordinators, Ayush engagement officers, outreach workers under the TB sector projects
- Conducts quarterly monitoring and supervision visits to check the implementation of the Hub and Spoke model for DRTB & Labs and other proposed activities within the project.
- Works with M & E Manager to provide appropriate data for smooth implementation of activities.
- Assists M & E Manager in data management, cleaning, and analyses of the data obtained from the field in relation to the project activities.

*Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.*

### **Reporting**

The Monitoring and Evaluation Executive will be reporting to the Monitoring and Evaluation Manager.

**Remuneration:** The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

**How to apply:** Prospective candidates should submit their applications **on this link:** <https://forms.gle/D9SuXKkyYD5Xxc9td6> (paste this URL on google and fill this)

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 07<sup>th</sup> January, 2025. (Application will be reviewed and shortlisted on a rolling basis)

Only shortlisted candidates will be contacted.

**Safeguarding Commitment:** At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

#### **About Doctors For You**

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of “Health for all.” Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.