

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	Monitoring and Evaluation Head
Reporting Supervisor	Director - Health
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for Monitoring and Evaluation Head in its TB Projects. We are looking Monitoring and Evaluation Head to providing oversight and direction on M&E Framework and activities for all TB projects over the contract lifecycle including early engagement, qualification, on-boarding and orientation, setting to work, oversight and close out of contracts.

The ideal candidate will work from the admin office in Gurugram in NCR of Delhi.

Qualification, Skills & Competencies

- An advanced university degree (Master's or higher) in Public Health, Community Medicine or Preventive & social Medicine, Public Administration, Social Policy, Social Development, Community Development, economics, population studies, statistics or other relevant disciplines.
- At least 4-5 years of overall experience in public health, including 1-2 years of relevant experience at national, and state levels 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.
- To produce useful insights from the data, one should be proficient in the use of MS Excel, statistical tools, and analytical programs like R/ Python/ STRATA. One should also have in-depth understanding of the Ni-Kshay site.
- Empathy, sensitivity, maturity, adaptability, and good interpersonal skills.
- 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

- Prepares monitoring and evaluation plan for all the activities proposed under the Tuberculosis vertical.

- Regularly monitors the team of Project managers, State - leads, cluster Coordinator to ensure meeting the deadlines on time.
- Practices problem solving and supportive supervision while monitoring the activities.
- Conducts quarterly monitoring and supervision visits to check the implementation of the various project for PPSA , DR Tb, NAAT lab, ACF , etc
- Works with technical officers and public health experts to provide them appropriate data for smooth implementation of activities.
- Oversee data collection, analysis, and ensure quality and integrity.
- Manages, cleans and analyses the data obtained from the field in relation to the proposed activities of the various projects.
- Carry out the capacity assessment of Private Hospitals/ health care facilities.
- Plan and coordinate project evaluations to assess effectiveness and impact.
- Use M&E findings for advocacy, communication, and policy change.

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.

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 with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on hr.gfund@doctorsforyou.org copy to hr@doctorsforyou.org.

- 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 25th April, 2024 (The last date for application has been extended till 15th May, 2024)

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.