

<b>Engagement Type</b>	<b>MEL (Monitoring, Evaluation and Learning) Consultant</b>
<b>Number of positions</b>	<b>2</b>
<b>Geographical location</b>	<b>Gurgaon and Bhopal/Mumbai</b>

## About the British Asian Trust

The British Asian Trust is a diaspora-led international development organisation, delivering high quality programmes in South Asia. Since our formation, we have impacted the lives of over 13 million people across South Asia with high-impact interventions to address the subcontinent's critical unmet needs in areas of livelihoods, mental health, education, child protection and conservation.

## Objective of the Assignment

The ten-year, multi-million-dollar Child Opportunity Fund (COF), which is one of the most ambitious programmes for the British Asian Trust, focuses on five high prevalence states in India and seeks to address the abuse, exploitation and violence against children.

The MEL Consultant will support the Trust's objective of maintaining high standards of monitoring, evaluation, and learning across programme. The Consultant will work closely with implementing partners in the assigned states to ensure the timely collection, analysis, and reporting of quality data. This will enable robust tracking of programme outcomes, inform adaptive management, and ensure credible reporting to stakeholders and donors.

## Scope of Work & Deliverables

The Consultant will be responsible for the following tasks:

- **Monitoring Systems & Data Management**
  - a. Manage in standardising data collection, entry, management, and analysis from Partner Organisations.
  - b. Facilitate timely submission of monthly and quarterly reports from Partner Organisations.
  - c. Conduct periodic reviews of project-level MEL systems and assess their alignment with programme outcomes.
- **Technical MEL Support**
  - a. Provide technical assistance for the implementation and improvement of MEL frameworks and tools across partner organisations.
  - b. Conduct quality assurance checks on data submitted by partners and ensure consistency with British Asian Trust standards.
  - c. Perform critical analysis of MEL data and present findings for internal learning and programme refinement.
- **Programme Oversight & Reporting**
  - a. Serve as the MEL focal point for either Delhi & Rajasthan or Madhya Pradesh & Maharashtra.

<ul style="list-style-type: none"> <li>b. Review and document partner performance and programme progress in assigned geographies.</li> <li>c. Prepare quarterly/ periodic State Programme Dashboards for review by BAT team members.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Capacity Strengthening &amp; Partner Engagement</b> <ul style="list-style-type: none"> <li>a. Conduct MEL capacity gap assessments for partner organisations and identify areas for technical support.</li> <li>b. Undertake regular (minimum quarterly) monitoring visits to partner sites to assess MEL implementation and provide hands-on guidance.</li> <li>c. Identify and escalate MEL-related concerns (e.g., non-performance, capacity gaps) to the Senior Manager – MEL and relevant programme leads.</li> </ul> </li> <li>• <b>Research &amp; Evaluation</b> <ul style="list-style-type: none"> <li>a. Support baseline, end-line, and other thematic studies undertaken at the state level.</li> <li>b. Review state-specific research reports and share findings with British Asian Trust's MEL and programme teams.</li> </ul> </li> <li>• <b>Cross-Partner Coordination</b> <ul style="list-style-type: none"> <li>a. Ensure British Asian Trust staff and partners adhere to the MEL schedule and reporting timelines.</li> <li>b. Work closely with Heads of Partner Organisations and their Programme Coordinators/Managers to ensure smooth reporting and information flow.</li> </ul> </li> </ul> <p>This scope of work is indicative and subject to change based on evolving programme needs.</p>
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## Knowledge, Skills & Experience

**E = essential for the role**  
**D = desirable for the role**

The role requires a motivated professional, able to work well independently and as part of a team and who has:

• Bachelor / Master's degree in Population Studies / Economics / Statistics / Social Sciences or other relevant fields.	E
• Minimum 3 years of experience in program monitoring and data management.	E
• Strong technical understanding of the development and implementation of MEL systems and strategies, quantitative and qualitative monitoring and evaluation methods, data analysis, reporting.	E
• Experience of managing medium and large scale qualitative and quantitative research, ideally on Child Rights.	E
• Strong analytical skills to appraise and analyse qualitative and quantitative data, evaluations, Terms of References and other Monitoring and Evaluation documents.	E
• Experience of monitoring partner organisations and preparation of analytical report.	E
• Proficient in MS Office (Microsoft Excel, PowerPoint, and Word).	E
• Good verbal and written skills in English & Hindi.	E
• Very good interpersonal and presentation skills.	E
• Experience of data collection, storage, and analysis software (e.g., Kobo Toolbox).	D

• Experience of working on Child Rights and Protection, Livelihoods, Education.	D
• Experience of delivering in person and distance technical support and training and/or capacity building.	D
• Sensitivity, sound judgement and pragmatism to deal effectively with delicate and important situations and vulnerable groups.	D
• A formal training on programme monitoring, data management.	D