ABOUT THE ORGANISATION

ACCESS Development Services is a national livelihoods promotion organization with focus on incubating innovations and sustainable models for livelihoods promotion of the poor. ACCESS operates in 14 states across the country, with program in both rural and urban locations, as well as in both farm and the non-farm sector. Currently, ACCESS supports over 310,00 households, strengthening their livelihoods and moving those from subsistence to sustainable levels through a clutch of intertwined interventions.

ABOUT THE ROLE

Under the proposed MANDI program, ACCESS plans to reach out to 50,000 farmers in 5-7 districts of Assam across various identified commodities through strategic partnerships with select NGOs and umbrella organizations who have promoted FPOs in the state. Under the MANDI program, capacities of partner organizations will be built in better FPO management, and a professional cadre will be created for handholding FPOs promoted by them. The NGOs will be provided with structured technical assistance and capacity building inputs through well-designed FPO Management modules, that ACCESS will develop across relevant thematic areas. Based on the crops identified, efforts will also be made on productivity enhancement at the farmer level through improved Package of Practices. Through MANDI, ACCESS will aspire to make Assam as a hub for excellence in FPO promotion.

JOB RESPONSIBILITIES

The MIS Co-ordinator will be responsible for ensuring that suitable MIS and M&E systems are in place, implemented as intended, and reporting in a comprehensive and timely manner to facilitate the programme team in delivering programs that achieve the desired outcomes/impacts. The MIS Co-ordinator will further ensure that the system developed is in alignment with the requirements of the project on an ongoing basis.

Specifically, the expectations include the following:

a) **Data management and analysis**
   ▪ Collection of data from project areas & analysing it into meaningful information through statistical analysis
   ▪ Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
   ▪ Manage and maintain computerized records of enrolled community members, services provided etc.
   ▪ Provide accurate and timely information as required for decision making at the project level
   ▪ Preparation of various project reports to meet the needs of all stakeholders.
   ▪ Review and analyse weekly, monthly, quarterly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
   ▪ Tracking the performance by comparing actual against planned, identifying gaps & disseminating the information to project team.
   ▪ Data projection and visualisation based on requirement.

b) **Monitoring and Evaluation**
   ▪ Design the M&E system and develop output, outcome and impact indicators for the project
   ▪ Develop and strengthen monitoring, inspection and evaluation procedures

▪ Monitor all project activities, and progress towards achieving the project output
▪ Further develop monitoring and impact indicator for the project success
▪ Monitor and evaluate overall progress on achievement of results

SKILLS & COMPETENCIES

▪ Good level of proficiency in Windows Excel and quantitative analysis. Knowledge of SPSS/Stata is essential.
▪ Ability to design M&E tools, surveys, surveillance systems, and evaluations
▪ Demonstrated ability to train and build capacity of others.
▪ Strong interpersonal skills
▪ In-depth knowledge on MIS, M&E and development issues.

QUALIFICATIONS
▪ PG/MBA in a Statistics, Computer Application or related field.
▪ At least 4 years of experience in the design and implementation of M&E/MIS in development projects.
▪ Experience in designing tools and strategies for data collection, analysis and production of reports.
▪ Proven ICT skills.

COMPENSATION

Salary range in this position is commensurate to industry standards and will be determined based upon experience and fixed as per the HR policies of the organization.

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted. Deadline is April 7, 2022.