



JOB DESCRIPTION

POSITION: Associate Vice President – Business Development & M&E

LOCATION: Delhi

REPORTS TO: Executive Director

LEVEL/GRADE: Associate Vice President

SUMMARY OF REQUIREMENTS:

The position requires extensive knowledge of the livelihoods promotion ecosystem and stakeholders involved including for farm sector livelihoods and non-farm enterprise promotion along with an understanding of the aspects related to access to finance for low income and poor households and microenterprises. Strong understanding of project management, team management and oversight, and monitoring and evaluation of livelihoods programmes is a must. In addition, strong proposal and report writing abilities, data analysis and presentation skills, and ability to develop learning outputs is required.

ROLES AND RESPONSIBILITIES:

Business Development - Support the Senior Management Team (SMT) in business development efforts across all 3 thematic verticals

- Identify relevant opportunities published through Request for Proposals
- Periodically undertake ecosystem mapping as relevant for ACCESS's scope of work and generate long list and short list of new prospective donors/funders for consideration of the SMT
- Develop sound, high quality proposals, presentations and budgets in coordination with relevant SMT point person

Project Oversight, Monitoring and Supervision – For projects assigned from time to time

- Developing the Log Frame for the project, followed by detailed planning (Gantt) for implementation
- Regular (monthly) internal planning and review with Project Team/consultants about project progress in terms of key milestones.
- Undertake field visits to project locations
- Monitoring of impact indicators and provide necessary inputs for achievement.



- Ensure high quality project documentation and dissemination (including through effective use of social media).
- Guide and support team for any trouble shooting and operational challenges.
- Ensure team motivation, capacity building and performance management with support from HR.
- Monitoring of budgets and payments as against deliverables and support Finance and Administration on matters related to project compliances.
- Ensure timely donor reporting (through Project Lead/Manager) and participation donor project review meetings

Organizational Monitoring, Evaluation & Learning

- Lead the development of a comprehensive and effective central Monitoring & Evaluation System at organization level
- Lead the M&E team in the roll-out of the system
- Provide technical inputs to Project teams on designing project level baseline, mid- term and end term evaluation framework and data collection tools
- Conduct training of Project Managers/Teams on use and implementation of M&E system
- Develop and collate Monthly Progress Report and information through the M&E system dashboards and support the office of CEO, Executive Director and Board Committee for programmatic reviews and management decisions

QUALIFICATIONS & EXPERIENCE:

- Post Graduate/Master's degree from a reputed institution in relevant field (Rural management, economics, development management, forest management, social work)
- 15 years of experience in implementation, oversight and Monitoring and Evaluation of livelihoods promotion programmes
- Experience of engaging with funders/donors

Travel Requirement:

- Willingness to travel across project locations as required for implementing the project effectively.

COMPENSATION:





The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.

ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

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. The deadline is 30th November 2023.

