**Title:** Monitoring and Evaluation Officer

**Scope of Work**

**Key Responsibilities**

* Formulate relevant programmatic questions and conduct quantitative/ qualitative assessments.
* Conduct meaningful data analysis, which can be used by Program.
* Communicate and regularly discuss the progress in analytical activities and findings within the team and external audience.
* Documentation of analytical findings.
* Lead the process of conducting specific data analyses for publication activities for AHI.
* Lead the work of developing a monitoring and evaluation framework per the strategic plan developed for Uttar Pradesh to ensure technical and operational efficiency of delivering technical assistance to the state.
* Understanding business requirements and management, analyzing, modelling, and interpreting large-scale data, and preparing reports based on analysis for presentation to management
* Support the State Health Agency SACHIS in monitoring the scheme by evaluating the progress/ growth vis expectations/ targets by developing necessary frameworks and monitoring tools
* Extend capacity-building support in strengthening the existing PMJAY data system.
* Develop, present, and capacity building of the SHA in Setting data quality audit mechanism for PMJAY program monitoring.
* Establish a process for reporting and feedback mechanisms that can feed into program insights
* Prepare a repository of all internal and external data sources related to PMJAY, other health insurance schemes, and other related data.
* Conduct detailed analysis of primary, secondary data sources, and internal survey data to get programmatic insights and get new ideas & understandings for reviewing existing strategies and program priorities.
* Generate key programmatic insights periodically to support the PMJAY scheme by using various data sources for better program implementation planning.
* Orientation/Training of state, district, and field level teams.
* Develop briefing notes, guidelines, and presentations as required.

**Administrative**

* Documentation of key events and updates on key developments in the state and submission of monthly reports.
* Participate in program review meetings as required both at State Health Agency and ACCESS Health.

**Location**

Lucknow (Uttar Pradesh)

**Reports To**

Technical Specialist **(**Monitoring, Learning and Evaluation)

**Grade Level:** M3

**Compensation**

An annual compensation of INR 971,712 (INR 80,976 per month) Inclusive of all indirect taxes will be paid to the Consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **January 12, 2023** to **January 11, 2024** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.