

Monitoring, Evaluation & Learning (MEL)

Coordinator – India

Starting Date: As soon as possible

Contract type: Full-time (40 hours per week)

Contract Duration: Open-ended

Salary: Commensurate with relevant experience

Location: New Delhi, India, with frequent travels within the country and occasional international travel

Application closing date: 13 Aug 2023 midnight

About the Job

We are now looking for a qualified individual to serve as Monitoring, Evaluation & Learning (MEL) Coordinator, to ensure that suitable M&E systems are in place to support the implementation and improvement of programme activities. This will include process and tools development, data collection and analysis, reporting and learning/reflection processes, and some evaluation. In this role you will assist Programme Partner staff in the use, adoption, and reporting from tools and processes. Alongside, you will, conduct field visits to assess the quality of project implementation at field level, and lead reporting of seasonal data as per assurance model requirements. You will work under the line management of the India Assurance Manager, with technical functional support from the Global MEL team based in other Better Cotton locations.

Your Role and Responsibilities

Data management

- » Coordinate Data Quality Assurance assessments and regularly travel to project locations throughout the year to conduct complementary data verification activities.
- » Ensure data received from projects on farming practices is of good quality, clean, and validated to feed into analysis.
- » Analyse agronomic, economic, and social indicator data, ensuring accurate referencing to regional contexts.
- » Share the results of data analysis to facilitate Producer Units' learning and encourage the continuous improvement of participating farmers.
- » Provide support for the online database (including management of the data, training of partners, and preparation of reports), providing support to partners and ensuring that relevant data of high quality is available to support claims on results and impact.

Research and evaluation

- » Support the development of research projects in the country by contributing to the scoping of the research, drafting of TORs, selection of consultants/researchers, coordination with the Programme Partners, organisation of data collection, and review of deliverables.
- » Contribute to the dissemination of findings of the research projects to both internal and external stakeholders.
- » Support and follow up on the inclusion of learnings in the implementation and capacity strengthening programme in India.

Capacity strengthening and support to partners' staff

- » Develop and deliver training modules around monitoring and evaluation tools, analysis tools, Excel, and other data management tools.

Profile

The selected candidate will have the following skills, knowledge, and experience:

Experience

- 5 years of work experience in development or agriculture program/project
- Experience of large database management
- Experience in leading studies (mixed methodologies) from designing to report writing
- Experience in capacity strengthening co-workers and partner staff
- Experience in establishing M&E systems for sub grantees/ local partners
- Strong report writing skills

Desirable

- Experience working in agriculture sector of India; experience with cotton
- Experience using digital data collection tools

Skills and Knowledge

- Master's degree, or equivalent higher education qualification, in a relevant field
- Demonstrated interest in sustainability and international development
- Thorough knowledge in quantitative and qualitative data collection methods and analysis
- Skills in Excel, understanding of Power-Bi will be an added advantage, including strong ability to create data visualisations for a range of audiences
- Excellent written and communication skills with the ability to communicate clearly and concisely, and to assimilate and process information for wide-ranging audiences
- Fluency in English and Hindi (spoken and written)
- High proficiency in MS Office, particularly Excel, PowerPoint, Word, Outlook
- Objective and meticulous professional with the ability to multi-task

Working arrangements

The position is full-time (40 hours per week) and will be based in Delhi, India. Better Cotton offers flexible working, with core hours being 10am – 4pm, staff are required to come to the Better Cotton Delhi office as per flexible working policy (currently minimum one week in every 6 weeks) and can work from home accordingly.

Frequent travel will be required within the country and occasional international travel is required.

The successful candidate will receive a permanent contract, with a 3-month initial trial period.

What we offer

- Competitive salary
- The opportunity to work from anywhere in the world for up to one month per year
- Continuous learning and development
- Employees Provident Fund
- Mediclaim and Life Insurances
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Apply now

Send us by or before 13 Aug 2023 midnight your detailed CV (2 pages maximum) and a brief cover letter (1 page maximum) in English via the below link.

[Application for MEL Coordinator, India](#)

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with strong commitment to good practice and transparency in the management of natural, human, and financial resources.



We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. In the 2020-21 cotton season, through our network of field-level partners, our programme reached 3.9 million people, and 2.9 million farmers in 26 countries received training on sustainable farming practices. A fifth of the world's cotton is now grown under the Better Cotton Standard. We have brought together cotton industry stakeholders to drive our common goals, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

As Better Cotton enters its next strategic phase, to achieve our 2030 vision and drive change on the ground for farmers, we are exploring options to physically trace Better Cotton. By introducing traceability, we will continue to generate demand for Better Cotton, supporting our core markets of apparel and textiles while contributing to systemic change throughout the global textile supply chain (from farmer, ginner, trader, spinner, mill, manufacturer to brand/ retailer).

We work across all kinds of farm types, sizes and geographies. It is crucial that all producers, and the Better Cotton they produce, can continue to access international markets in the face of changing regulatory and business expectations. Traceability represents an opportunity to bring transparency on impact while ultimately meeting our vision to drive change on the ground for farmers.

To learn more about Better Cotton's current work on traceability, please visit [this page](#) on our website.

Our hiring process

If your profile matches our search, you will be contacted by the HR team:

Step 1 : To complete a written assignment online

Step 2: If you are successful in your written online assignment, you will be invited to the 1st interview with the hiring manager(s) and HR. Otherwise, you will receive an email to inform that you are not selected.

Step 3 : If you are successful in the 1st interview, but we still want to explore additional areas of your knowledge, skills and experience, you will be invited to attend the 2nd final interview.

Step 4 : If you are successful in the 2nd final interview, you will be asked to provide at least two references including one from your most recent manager/job.

Step 5 : If your references are satisfactory, you will receive an offer letter from HR. Otherwise, you will receive an email to inform that you are not selected.