

Job Description

AM / Manager – MLE (Monitoring, Learning & Evaluation)

Role: AM / Manager – MLE

Team: Monitoring, Learning & Evaluation (MLE)

Reports to: DGM

Location: Noida

Terms of employment: Full-time

Probation period: 6 months

1. About Dev Insights

DevInsights Pvt. Ltd. is a social sector consulting and research organisation committed to generating high-quality evidence for better decision-making. With expertise in Monitoring, Evaluation, and Learning (MEL), impact assessments, and research studies across public health, gender, education, livelihoods, agriculture, and governance, DevInsights partners with governments, development agencies, and civil society organisations to strengthen programs and policies - <https://www.devinsights.co.in/>

2. About the Role

The AM / Manager - MLE will play a central role in delivering Dev Insights' research, monitoring and evaluation assignments from identifying new business opportunities, executing and reporting on projects. The role spans business development, project management, data analysis and organisational development, giving the successful candidate broad exposure across the full lifecycle of MEL work.

The scope and level of responsibility will be calibrated to the seniority of the candidate hired. An Assistant Manager leads individual work streams and project components, with growing client interaction and sign-off limited to their own deliverables. A Manager independently owns projects end-to-end, holds final client relationship and deliverable sign-off authority, and may lead a team of 2-4 members.

3. Responsibilities

Business Development

- Identifying business opportunities
- Writing research proposals (technical and financial) for evaluation studies and other research/documentation-related assignments
- Presenting proposals and negotiating with potential clients
- Contributing to business strategy formulation
- Tracking success against KPIs such as number of proposals won, project quality scores, and budget adherence rate

Project Management

- Preparing and finalising appropriate evaluation designs
- Conducting literature/secondary review
- Developing and finalising research tools, quantitative and qualitative, based on the project LFA/Theory of Change, etc.

- Designing survey sampling approaches
- Identifying and finalising the field team, and coordinating with field service providers
- Preparing training modules and conducting field training
- Documenting internal and external assignments as required
- Documenting MLE processes and sharing lessons learned within Dev Insights
- Lead end-to-end project execution
- Reporting to clients periodically
- Ensuring quality and timeliness across all projects
- Ensuring project completion within the agreed budget

Data Management and Reporting

- Data editing and analysis, in collaboration with colleagues
- Report writing and presentations — top-line findings, draft report, final report and dissemination
- Writing high-impact research papers and publishing articles

Organisational Development

- Identifying resources (both HR and logistics) as required
- Building the capacity of team members
- Exploring strategic associations and building partnerships
- Assisting with client servicing and other administrative and office management tasks
- Any other tasks as assigned

4. Candidate Profile

Requirements

- Master's degree in evaluation, economics, demography, public health, or another relevant social science field that includes statistical training and experimental methods; a doctorate is an added advantage for candidates being considered at the Manager level
- Total work experience of 2–4 years with M&E / social research agencies
- Research experience and in-depth knowledge of experimental and quasi-experimental methods applied in impact evaluation (RCT, IV, propensity score matching, DID and interrupted time series)
- Experience designing and implementing one or more of the following: implementation research, process evaluations, formative research, qualitative research
- Academic knowledge of, and direct field experience with, education, livelihood, health, nutrition and other social sector research in L&MICs
- Project management experience
- Ability to carry out data analysis in Stata / SPSS / NVivo / Atlas.ti and/or other analysis software packages
- Excellent oral and written communication and presentation skills in English
- Excellent organisational skills, attention to detail, and the flexibility to adapt to shifting weekly priorities and deadlines

Desirable Attributes

- Experience in MLE, Research consultancy, policy development and/or policy implementation organisation

- Professional proficiency in English, Hindi and other regional languages
- Willingness to travel (anywhere) as needed

5. What We Offer

On joining Dev Insights, you become part of an organisation with a strong track record of research and evaluation work across public health, gender, education, livelihoods, agriculture and governance in India. Beyond the responsibilities above, we offer:

- **Compensation:** commensurate with experience
- **Growth & learning:** mentorship and capacity-building support, conference and publication support, and a clear AM → Manager → Senior Manager progression path
- **Exposure:** broad exposure across the full lifecycle of MEL work, spanning sectors, geographies and client types
- **Benefits:** Medical insurance, competitive and best-in-class leave policy, compensatory off for weekend field travel, EPFO and ESIC (if applicable), and system-driven, employee-centric policies and procedures.
- **Mission & impact:** the opportunity to contribute to a track record of 200+ studies across 29 states, informing policy-level impact

6. Probation Period

The candidate will be on probation for 6 months. Confirmation will be based on performance during the probation period.

7. Application Process

Interested candidates may send their CV along with a covering letter to info@devinsights.co.in & sanya@devinsights.co.in with the subject line “AM / Manager – MLE”.

The covering letter must mention:

- Total years of experience in Research / Evaluations
- Current/last salary
- Coordinates (email and mobile number) for three professional references
- A sample of original writing (research paper, proposal, or other technical document that you alone authored)

“Only shortlisted candidates shall be contacted. DI reserves the sole right to alter/modify/cancel the entire selection process, the position or the vacancy, or to disqualify any candidature at any stage of the selection process.”

DevInsights is an equal opportunity employer. We welcome applications from all qualified candidates regardless of gender, caste, religion, disability, or any other status, and are committed to building a diverse and inclusive team.