

24<sup>th</sup> Jan 2024

## Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT has been selected as a Non-Government Principal Recipient (NGPR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. The key project elements include community engagement, capacity building and technical assistance. The major interventions of the project encompass (i) TB Champion Engagement across 14 states and one UT (ii) TB Mukta Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukta Bharat Abhiyan (PMTBMBA) - Sustaining the adoption initiative and strengthening service delivery linkages (iv) Strengthening counselling and patient support systems. KHPT will partner with suitable organisations as Sub Recipients (SRs) in implementing the project. The Major Stakeholders include The Global Fund, The Central TB Division (CTD), the State National TB Elimination Program (State NTEP) and the Local Funding Agent (LFA).

KHPT is seeking applications for the following position.

## Lead – Monitoring, Evaluation and Research

Positions: 1

Location: New Delhi

Project Period: 01-Apr-2024 to 31-Mar-2027

2-4 days travel to project locations in a month.

## Qualification, Skills & Competencies

- Ph.D/Postgraduate in Statistics /Population Studies/ Economics/ Sociology/ Psychology/ Social Work or equivalent degrees.
- At least 10-12 years of experience in Monitoring & Evaluation (M&E) of large-scale public health/development interventions.
- Working experience in The Global Fund projects is desirable

24<sup>th</sup> Jan 2024

- Proficient in team management, fostering collaboration, and optimizing individual strengths for cohesive and effective project outcomes.
- Experienced in designing, implementing and managing monitoring and evaluation of large-scale Public Health interventions with good data analysis and presentation skills.
- Should be conversant in the use of statistical tools and software to generate actionable insights from the data
- Comprehensive understanding of the health and development sector and issues besetting marginalised communities.
- Comprehensive understanding of the multiple functions required to plan, implement and guide the project successfully.
- A conceptual thinker who can integrate complex and varied systems, methodologies, theories and problem-solving practices.
- Good interpersonal skills, tact, maturity, flexibility, and empathy.
- Must be able to plan and strategies using an evidence-based approach that includes quantitative and qualitative data analysis.

### **Roles and Responsibilities**

The Lead - Monitoring, Evaluation and Research will lead the Monitoring, Evaluation and Research components of the project and will play a critical role in helping the project to track progress, measure impact, and make data-informed decisions. S/he will oversee the technical work related to performance monitoring, conduct learning sessions and synthesise learnings from research.

- Manage and work closely with the project team to ensure the successful implementation of the Global Fund project, in liaison with the senior management team of KHPT.
- Prepare and manage detailed work-plan for M&E and surveillance activities
- Develop data management and analysis tools such as databases and dashboards
- Develop training and data collection materials/modules for M&E and surveillance activities
- Oversee the collection of data to ensure accuracy, timeliness, and ethical standards.
- Coordinate with the digital transformation unit of KHPT to ensure the effective designing and implementation of the Management Information System (MIS) for data collection and management.
- Train and build the capacity of the M&E team and field staff including that of sub-recipients in the MIS system to ensure effective data collection and analysis.
- Prepare and disseminate regular reports on the progress and impact of the project to relevant stakeholders.
- Conduct data analysis using statistical tools and data analysis software (for example Stata/SPSS) to identify significant trends requiring corrective action, assess possible causes, and generate actionable insights.
- Design/implement research studies (human rights and gender) and monitor field surveys as part of the project as needed with the guidance of Senior Management Team, KHPT.
- Track and prepare regular reports on key performance indicators and submit them to The Global Fund or relevant stakeholder periodically.

**24<sup>th</sup> Jan 2024**

- Attend advocacy meetings with relevant authorities, such as CTD and State NTEP, to gain access to Ni-kshay portal or avail required data from Ni-khsay for timely data submission and to validate data quality.
- Handholding and supportive supervision – at least one travel to states in a month, 2-4 days, for handholding and supportive supervision
- Willingness to travel – at least one travel to states in a month, 2-4 days, for handholding and supportive supervision
- Participate in the Grant Monitoring visits and perform quality control checks with the guidance of the senior Management Team KHPT.

The Lead - Monitoring, Evaluation and Research will lead the Monitoring, Evaluation and Research components of the project and will play a critical role in helping the project to track progress, measure impact, and make data-informed decisions. S/he will oversee the technical work related to performance monitoring, conduct learning sessions and synthesise learnings from research.

- Manage and work closely with the project team to ensure the successful implementation of the Global Fund project, in liaison with the senior management team of KHPT.
- Prepare and manage a detailed work plan for M&E and surveillance activities
- Develop data management and analysis tools such as databases and dashboards
- Develop training and data collection materials/modules for M&E and surveillance activities
- Oversee the collection of data to ensure accuracy, timeliness, and ethical standards.
- Coordinate with the digital transformation unit of KHPT to ensure the effective designing and implementation of the Management Information System (MIS) for data collection and management.
- Train and build the capacity of the M&E team and field staff including that of sub-recipients in the MIS system to ensure effective data collection and analysis.
- Prepare and disseminate regular reports on the progress and impact of the project to relevant stakeholders.
- Conduct data analysis using statistical tools and data analysis software (for example Stata/SPSS) to identify significant trends requiring corrective action, assess possible causes, and generate actionable insights.
- Design/implement research studies (human rights and gender) and monitor field surveys as part of the project as needed with the guidance of the Senior Management Team, KHPT.
- Track and prepare regular reports on key performance indicators and submit them to The Global Fund or relevant stakeholders periodically.
- Attend advocacy meetings with relevant authorities, such as CTD and State NTEP, to gain access to the Ni-kshay portal or avail required data from Ni-khsay for timely data submission and to validate data quality.
- Handholding and supportive supervision – at least one travel to states in a month, 2-4 days, for handholding and supportive supervision
- Willingness to travel – at least one travel to states in a month, 2-4 days, for handholding and supportive supervision

**24<sup>th</sup> Jan 2024**

- Participate in the Grant Monitoring visits and perform quality control checks with the guidance of the senior Management Team KHPT.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

## **Reporting**

The Lead – Monitoring, Evaluation and Research will be reporting to the Project Director – The Global Fund, KHPT, New-Delhi

## **Remuneration**

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

**KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.**

**We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.**

**The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.**

24<sup>th</sup> Jan 2024



## How to apply

Prospective candidates are encouraged to apply using the designated KHPT Application Format along with a cover letter, which should be emailed to [careers@khpt.org](mailto:careers@khpt.org). The application format can be downloaded by clicking on '[Application Format](#)' or by visiting [our website](#)

**Applications must be submitted on or before 11<sup>th</sup> February, 2024.**

Please note that completed applications in the prescribed format will help us in shortlisting effectively.