

# Job description

## Senior Manager

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### About us

Sambodhi Research and Communications helps create high-impact knowledge and catalyze accountability in the public domain through its project management and monitoring and evaluation solutions. At Sambodhi, we offer objective, evidence-based support to implementers, government, donors and corporates. Over the past decade, we have emerged as a pioneer for developing cutting-edge methodologies for evaluation of large-scale development interventions. With a close-knit team of 100 professionals we work across South Asia, South East Asia and Sub-Saharan Africa. Headquartered at Noida (Delhi National Capital Region), India, we have full service regional offices in Phnom Penh (Cambodia) and Dar-e-Salam (Tanzania).

Sambodhi provides services to federal agencies, donors, foundations and corporates, in areas of public health, HIV/AIDS, nutrition, water and sanitation, environment, and renewable energy. We have made valuable contribution in monitoring, learning and evaluation programs and have influenced development policies and improved implementation efficiency.

### Why Sambodhi

Sambodhi offers an exciting and challenging opportunity to contribute to high quality multi-input development programs and to work closely with government, and with key development actors like the World Bank, UN and Bilateral agencies, philanthropies like Bill and Melinda Gates Foundation, Rockefeller Foundation etc. Being one of the leading and largest M&E service-provider in South Asia, Sambodhi offers an extraordinary platform to learn, mentor and innovate in a perceptive environment. Driven by deep rooted wisdom of “Equity in Knowledge”, learning is integral to our work; be it investing in peer driven intensive professional development within Sambodhi or field building on M&E globally. In line with it, it offers an enabled environment for professionals to write, publish and network; to locate themselves in the contemporary discourse on M&E and be a part of the global think-tank.

### Job Description:

**Job Title** Senior Manager

**Location** Noida

**Job Summary** **Sambodhi Research and Communications Private Limited** is looking for a social research professional to manage research, monitoring and

evaluation projects across Agriculture, Livelihoods, Natural Resource Management and Energy Sectors. You will be working for **Inclusive growth and Sustainability** unit in our organization. You will be playing a key role in the implementation of these projects and be a part of the growing team of sector professionals in South Asia. Your work requires strong research understanding, including research and evaluation designs and methodologies, interviewing techniques and qualitative and quantitative analytical skills. You are expected to stay abreast of the global peer-reviewed literature and be knowledgeable about cutting-edge theories and methods of M&E.

### Essential Functions

The candidate will perform the following key functions:

- Conceptualize and propose research, monitoring and evaluations design across projects and proposals including landscaping exercises, cross-sectional assessments, impact evaluations, monitoring, and secondary reviews/synthesis
- Design research, monitoring and research methodologies and work plans for project execution
- Design research tools for data collection using mixed methods approaches
- Execute projects/assessment along with the team of enumerators including capacity building of the team for project execution
- Conduct key informants interviews/focus groups/workshops with key respondents
- Liaison with partner organizations, consultants, vendors, and other relevant agencies
- Conduct qualitative and quantitative analysis with primary and secondary data
- Assist/Lead the project team in the development of reports, presentations, and other communication materials including drafting, editing, data analysis, and presentation.
- Make and deliver presentations of reports/proposals to clients/potential clients

*The above essential functions represent the significant duties of positions in this job. Specific duties and responsibilities may vary. Other duties may be assigned similar to the above, consistent with the required knowledge, skills, and abilities.*

### Personal Competencies

- Master's degree in Social Sciences, PhD is a plus
- 6+ years of work experience in research, monitoring, and evaluation
- Fluency with both quantitative and qualitative research
- Experience working with SHGs, FPO, NRLMs and in rural development
- Professional fluency in oral and written English. Spoken Hindi required, other regional language(s) is a plus
- Working knowledge of MS office, STATA, or other statistical packages for data analysis
- Enthusiastic about travel to different geographies
- Enthusiastic about writing and creative visualization