Milaan
Building a movement of Girl Leaders

Position	Block Coordinator-MEL
Location	Blocks of Bahraich, Balrampur & Shrawasti District in U.P
Reporting Officer	Block Program Coordinator
Type	Full-Time

Position Brief

This position reports to the Block Program Coordinator and, for technical guidance, to the District Officer-MEL. The Block Coordinator-MEL will be responsible for implementing all Monitoring, Evaluation and Learning activities in the assigned block and supporting the expansion of Milaan's system-strengthening initiatives. The Block Coordinator-MEL collects, validates and analyses the data required for monitoring, evaluation and learning purposes, tracks progress against agreed GIP indicators, and provides evidence and analysis for programme performance reviews. The role supports the District Officer-MEL in implementing programme monitoring activities in the block and liaises with the program team, training team, AWWs, and other stakeholders, while maintaining technical independence. The incumbent will also be responsible for reporting and field visits which require intense travel based on programmatic requirements.

Key Responsibilities

1. Planning and review

- Track progress against agreed GIP indicators, and support the development of the block plan, the MEL function plan and the plan for regular review on defined indicators.
- Plan and develop the MEL functional calendar, with regular tracking and review, to contribute to achievement of agreed block-level GIP targets.
- Plan and ensure course correction as found in verification/validation.
- Analyse monthly learning, generate programme insights, and share learning that informs programme design and implementation.
- Participate in integrated block reviews with the BPC and Training, and support block-level review meetings with findings and insights.

2. Monitoring and Implementation of MEL activities

- Ensure timely data collection of all programme activities and track as per plan.
- Validate programme data before reporting, and identify data gaps.
- Conduct field checks, spot verification and cross-verification of data collected by staff/AWWs/Girl Icons (on a sample basis).

- Conduct MIS checks and updates, monitor online/offline MIS, and approve data submitted by the program team through trace verification and manual matching.
- Observe programme sessions to assess implementation quality, and validate programme activities in the allocated block through spot checks.
- Provide evidence and analysis for programme performance reviews.
- Support the roll-out and monitoring of digital data collection.
- Finalise data monitoring, data entry and data approval in time for internal/donor/govt reporting.

3. Quality Assurance and Course correction

- Uphold quality assurance of data and programme delivery for the respective block/village/AWC, and ensure timely course corrections through sharing feedback and insights with the program and training teams.
- Share timely red flags and actionable insights with the program and training teams from the start of each activity.
- Share findings and recommendations to support corrective action, and cascade quality monitoring updates from block to district.
- Analyse data to identify trends and recurring implementation gaps.
- Document and escalate safeguarding and data-quality concerns.
- Maintain technical independence while collaborating with the BPC and Training.
- Generate evidence and learning from field data and contribute it to continuous programme improvement.

4. Documentation

- Maintain complete MEL documentation and accurate records, and ensure all forms are filed timely and up to date as per the standard filing system.
- Manage and maintain hardcopies as per requirement.
- Submit timely updates and reports, and share data insights with the BPC and Training.
- Generate evidence and learning to inform programme decisions.

5. Training on MEL Process

- Participate in training programmes organised by the program team/MEL function, and continuously strengthen own MEL and analytical skills.
- Build capacity of field staff, AWWs and Girl Icons on data collection processes, tools and guidelines.
- Train relevant staff on digital data tools, and on the chatbot.

- Strengthen understanding of data-quality practices and build capacity on data safeguarding.
- Handhold and support new joiners to build MEL functional skills.
- Support field staff, AWWs and Girl Icons on the efficiency of data collection at the field and on other available platforms.

6. Government Engagement and Partnerships

- Support block-level liaison with key government departments (ICDS, Education, Health/NHM-RKSK, Mission Shakti), and maintain constructive relationships with AWWs, communities and other stakeholders.
- Provide relevant programme data for government and stakeholder reviews, and present evidence and findings to support stakeholder discussions.
- Use data to highlight programme gaps and provide recommendations for stronger government convergence.
- Support documentation of key government and stakeholder engagements.
- Support engagement with non-government stakeholders, including community leaders and civil society partners, to enhance programme reach and sustainability.

Qualifications and Experience

- **Personality:** Sufficiently mobile and flexible to manage intense travel in operational areas especially in block, villages and AWC which could amount to 60-70% of the time based on programmatic need.
- **Technology skills:** Must be adept in use of MS Office, particularly Excel, Word, Power Point, and ideally Access. Familiar in using Internet and email. Open for learning and adapting to new technologies being introduced in the organization (Tarang/SurveyCTO/WhatsApp Chatbot), and able to train others on digital data tools and the chatbot.
- **Specific Job Skills:** Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions. Ability to manage large variety of data and excellent data analysis skills, research software proficiency, knowledge of software application. Able to run data management tool or modules or software. Awareness of data-quality practices and data safeguarding.
- **Education Background:** Graduate in Economics, Mathematics, Statistics, Social Sciences or related field, preferred. Fluent in Hindi and local dialect and basic knowledge of English.
- **Work Experience:** Minimum 2 years of experience in relevant field, experience in data analysis and data mining.
- **Values:** Commitment to child safeguarding, gender sensitivity and ethical conduct in all professional interactions.

How to apply?

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Please send your CV along with a Cover Letter telling us in brief why you are suitable for the position to careers@milaan.in with the subject “Application for Block Coordinator-MEL”.

CTC for this position will be 3 to 3.6 LPA, depending upon skillsets and years of experience

Note: Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.