



HEALING MINDS. INSPIRING LIVES

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Sangath.in

Job title: Monitoring, Evaluation, Accountability & Learning Coordinator [MEAL Coordinator]

Location: Delhi

Contract type: Full time (100% FTE)

Programme: Stressors of anxiety and depression in young people (STEER)

Tenure: 3 years (Performance will be reviewed at the end of each year and the appointment for the subsequent year will be renewed based on satisfactory performance. The position is co-terminus with the project.)

Number of positions: 1

Applications due by: 31st October 2025

About Sangath:

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through worldclass research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

About the position:

We are looking for an enthusiastic, innovative and self-motivated individual, with excellent communication and organisational skills to join an exciting new 3 year Being Initiative-funded programme (STEER). Programme partners include Indian Institute of Technology Bombay (IITB) (India), Sapien Labs Centre for the Human Brain and Mind, Krea University (India), University of Keele (UK), and Caring From Distance (CFD) (Vietnam). The programme aims to advance understanding about how impaired cognitive and social development during preschool years serves as a mechanism by which stressors, including childhood trauma, violence, conflict, and media, contribute to anxiety and depression in youth. We will investigate these mechanisms in Rewari, Haryana, where we have established the SPRING birth cohort.

The Monitoring, Evaluation, Accountability & Learning Coordinator reports to the Principal Investigator (Dr Supriya Bhavnani).

Overview of role:

A core member of the programme management team (PMT) with responsibility for monitoring, evaluation, accountability and learning (MEAL) for all activities for the programme. The broad objective of this role will be ensure alignment with project goals and timelines by systematically monitoring and evaluating study progress and outputs against planned deliverables at all partner institutions using qualitative and quantitative methods. These findings will be presented at meetings so that they can inform decision-making, allowing us to learn and continuously improve our research processes and maintain accountability. The role will liaise with programme collaborators and STEER collaborators.

Registered Office Address

Headquarters: House no. 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501

The post-holder will be provided opportunities for professional development in MEAL processes in global mental health research and leadership building and attendance at relevant national and international conferences and meetings.

Key responsibilities:

1. Programme Management Team responsibilities
 - Participating on the programme management team providing input on decision-making regarding operational and programme direction for the various activities included in the programme
 - Collaborating with programme co-investigators to set targets for activities in compliance with project goals
2. Monitoring, evaluation, accountability & learning (MEAL) activities
 - Develop and refine a MEAL framework, including indicators, data collection tools, and reporting mechanisms.
 - Oversee data collection, validation, and analysis to track program impact.
 - Support baseline, midline, and endline assessments, including survey design and field implementation.
 - Develop dashboard systems for real-time data tracking and visualization.
 - Ensure data quality and compliance with ethical and institutional guidelines.
 - Support on-boarding members (community members, researchers, and policymakers) onto the Stakeholders Advisory Panel (SAP)
 - Establish feedback mechanisms to engage SAP
 - Conduct learning reviews to assess project effectiveness and document lessons learned.
 - Organize capacity-building workshops for project staff and partners on MEAL principles.
 - Facilitate internal learning sessions to ensure adaptive program management.
 - Develop knowledge products (reports, briefs, and presentations) for dissemination.
 - Prepare quarterly and annual reports summarizing program progress and impact.
 - Support the development of research papers and donor reports.
 - Ensure compliance with funder reporting requirements and institutional policies.
 - Maintain accurate and organized MEAL documentation for audits and reviews.
3. Other responsibilities
 - Ensure confidentiality of any data collected or handled
 - Communicate with team members to ensure optimal strategy and maximum efficiency of programme activities
 - Participates in training, conferences and special interest groups at Sangath and externally

The above list of responsibilities is not exhaustive, and the post-holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.



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Essential criteria:

1. Master's degree or higher in a relevant discipline (public health/ social science/ development studies)
2. Proven experience of 3-5 years in MEAL preferably in health, education, or development programs.
3. Proven track record of successfully designing and implementing qualitative and quantitative M&E tools.
4. Strong understanding of community-based participatory research and ethical considerations in social research.
5. Good inter-personal skills and ability to network, build and maintain strong relationships.
6. Excellent presentation skills, excellent quality of written work in English and Hindi.
7. Ability to work with limited supervision to meet deadlines.

Compensation:

Competitive salary package commensurate with educational qualifications, work experience and as per applicable Sangath policy. The initial appointment will be made for six months' probation from the date of joining, with renewal up to one year based on a performance review.

How to Apply:

Interested candidates can apply by scanning the QR code provided. If the QR code is not accessible, candidates may email their CV directly to bittoo.kumar@sangath.in **with** subject line: "Application for Monitoring, Evaluation, Accountability & Learning Coordinator, STEER".



Candidates must submit:

1. Cover letter explaining how candidate meets each of the essential criteria/applicable desirable criteria
2. Detailed CV including relevant portfolio of past projects (if available)
3. Contact details of two professional references

Please note that only complete applications will be considered.

Equal Opportunity

Sangath is an equal-opportunity employer committed to building a diverse and inclusive team. We value all employees, regardless of gender, caste, religion, disability, or sexual orientation, and encourage applicants from all backgrounds to apply

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