

## **About BDVS**

Bihar Dalit Vikas Samiti is a non-profit organization founded by Fr. Jose Kananaikal, SJ in 1982. He had a dream of a just society – a society in which the Dalits can live with justice, equality and dignity. Initially it was started as a movement organization, later we focused on community leadership building, quality education, alternative livelihood, women empowerment, dalit solidarity, training and so on. At present youth, women and children are our core target groups. We have several youth groups in rural Bihar and we envisage a bright future for them by enhancing their capacity and skills.

## **JOB DESCRIPTION**

**Post:** PME Officer (Programme Monitoring and Evaluation)

**Location:** Patna (Travel to 6 districts)

**Type of Job:** Contractual (Renewable)

**Duration:** May 2026 to Dec 2027 (Extendable based on the availability of funds)

### **Purpose of the Position**

The PME Officer will be responsible for ensuring effective Programme Monitoring and Evaluation process across all components of the three-year Dalit Development Project. This includes Women Federations, Youth empowerment, Mobilization and Placement, Children Quality Education, APD – Adolescent Clubs, Sangathan (community organizations), DRC and other project interventions.

The position ensures data-driven decision-making, quality assurance, documentation, impact measurement, community feedback mechanisms, and strengthening of the internal learning system across the project.

### **Roles and Responsibilities**

#### **Monitoring System Development**

- Develop a robust monitoring system including a monitoring manual for the staff.
- The monitoring system must include framework, methods and tools, staff assignment tracking system, progress mapping system, indicators/outputs/outcome tracking system, etc.
- Develop clear practical indicators for all project components.
- Design and standardize data collection tools for all components.
- Prepare monthly monitoring plans and ensure compliance across districts.
- Train field animators, unit heads, and project staff on monitoring tools and digital reporting formats.

#### **Field Monitoring & Quality Assurance**

- Make an effective field visit calendar aligned with the monitoring system requirements.
- Conduct regular productive result-oriented field visits to all project areas every month.
- Assess the quality of meetings and activities conducted by Women Federations, Youth Groups, Children's Clubs, and Sangathan committees and DRCs.
- Verify target achievements, attendance, recordkeeping, and community feedback.

- Provide corrective action plans to field teams and ensure timely follow-up.

### **Evaluation**

- Develop frameworks and tools for baseline, midline, and endline evaluations aligned with project indicators.
- Measure outcomes and impact of each project component.
- Compare progress with indicators and annual targets.
- Support external evaluators and donor assessments.

### **Accountability Mechanisms**

- Establish and implement a functional Feedback & Grievance Redressal Mechanism.
- Document community feedback and ensure timely action.
- Ensure transparency through updated information boards, minutes, and MIS records.

### **Learning & Documentation**

- Document learnings, innovations, challenges, and best practices.
- Prepare high-quality case studies quarterly.
- Lead quarterly learning reviews and present analyses of key achievements, challenges, and recommendations.
- Support knowledge management and dissemination across field units.

### **Data Management & MIS Operation**

- Make an outline for the monitoring software.
- Maintain and update the centralized MIS system.
- Verify data from districts, ensuring completeness and accuracy.
- Track indicators using Excel/Google Sheets/MIS tools.
- Prepare monthly, quarterly, and annual PME reports.
- Prepare regular update materials for the website, Facebook, Instagram etc.

### **Coordination**

- Coordinate closely with Director, State Programme Coordinator, thematic coordinators, and district unit heads.
- Ensure alignment of reporting formats and monitoring processes.
- Fulfil donor reporting requirements on time.

### **Capacity Building**

- Conduct capacity sessions for field animators, unit staff, and community leaders.
- Organize at least four trainings annually on MIS usage, indicator tracking, documentation, and reporting.

## Reporting

Prepare and submit:

- Weekly assignment tracking report
- Monthly monitoring report
- Quarterly project performance report
- Quarterly indicator analysis report
- Annual outcome analysis report
- Field visit reports
- Case study compilations
- Dashboard summaries for management and donors
  - Various meeting reports in the organization

## Other Responsibilities

- Support other projects of BDVS with PME-related tasks.
- Work sensitively with Dalits, women, youth, and children.
- Ensure confidentiality and ethical handling of data.

CTC: Up to INR 40,000 to 50,000. (Depending on Candidate's experience and ability)

How to apply:

Please send the updated resume along with the Cover letter to ( [hqbdvspatna@gmail.com](mailto:hqbdvspatna@gmail.com) ) with subject line as **"Application for the post of PME Officer"** latest by the midnight 23- April- 2026. Immediate joiner will be preferred. Kindly do mention about your current CTC and Expected CTC.