



Position: Women and Children's Health Program Documentation/Monitoring and Evaluation Consultant

Atma D/ME Consultants assist partners in documenting programs and processes both for internal purposes and for external advocacy. In addition, D/ME Consultants assess program impact and efficiency, identifying areas for improvement and making program and organizational recommendations.

Time Period:

Minimum time of three months; summer

Activities include:

- Develop systems for recording and understanding program processes and maintaining documentation standards
- Develop monitory and evaluation systems to promote transparency and accountability within the organization
- Train staff to carry out documentation and monitory-related administrative processes
- Identify current organizational best practices and program outcomes
- Work with organization to distribute findings to internal and external audiences such as developing or upgrading marketing materials and promotional items or creating advocacy materials or white papers
- being involved in the various health programs of the partner
- creating tracking systems that can be used cross programmatically
- Identify areas where processes and programs could be improved
- Present program recommendations

Key skills:

- Knowledge of monitoring and evaluation methods
- Experience with researching and documenting programs
- Experience creating administrative processes
- Experience training staff
- Project management experience Strong inter-communication skills
- Excellent written English skills
- Strong computer skills (Windows)

**Housing and working conditions:**

Atma will assist in finding housing for the volunteer. However, Atma is not responsible for housing, living and travel costs and no stipend will be provided. Atma may provide a laptop and cell phone during the work period.

Expectations:

To volunteer with dedication, professionalism and flexibility. Atma is a highly selective volunteer opportunity designed to challenge the volunteer to grow professionally in a complex work environment. Atma expects volunteers to come with a genuine desire to make a significant impact on the current status of children's education by providing valuable skills and personally challenging themselves to grow and develop.

Atma will provide:

The giving of preparatory information prior to volunteering along with needs-based guidance and support throughout your assignment. Professional development and support from field experts. Opportunity to work alongside area specialists from around the world. Assistance will also be given in adaptation to Mumbai city and the Indian culture and in the working relations with the NGO. Great international connections after position with the Atma alumni program