

Job Description- Monitoring and Evaluation Volunteer

About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners, and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

Location	Remote
Time Commitment	3-6 hrs/day, 3 Months (minimum)
Reporting To	Atma Consultant

Possible Projects	Key Responsibilities
<ul style="list-style-type: none"> • M&E Adit • Logic Model • Indicator Bank • Data Collection Tools and trackers • M&E Manual 	<ul style="list-style-type: none"> • Conduct an M&E audit to evaluate existing tools and processes used by our partner organisation • Recommend further improvement of the logical framework/logic model • Create outputs and outcome indicators based on the logical framework • Design tools and trackers to track the outputs and outcomes of our partner organisation
<ul style="list-style-type: none"> • Report and report templates • Data Management System • M&E Calendar • Most Significant Change • Data Analysis Template 	<ul style="list-style-type: none"> • Work with data platforms, databases and select technologies to capture and organise data • Understand and design the reporting needs to analyse data internally and report externally

Skills & Competencies	Proven IT skills, specialised experience in data analysis, a keen eye for detail
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