



Job Description

Job Details

Role Title	Technical Specialist–Knowledge Management & MEL	Location	New Delhi
Reporting To		Core / Field	Core

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

POSITION SUMMARY:

The Technical Specialist – Knowledge Management & MEL will provide strategic and technical leadership to drive evidence-based learning, adaptive management, and system-level impact within C3's Girls' Education Initiative. They should have excellent communication skills, should be persuasive, and has practical mind-set. The role demands strong expertise in MEL methodologies, Stakeholder engagement, and policy-focused documentation to enable systemic transformation for adolescent girls' education and empowerment. Also, the role demands closely work with stakeholders, Program team both internally and externally, including donors and various other forums. The technical specialist will assist the senior management team in applying insights towards better services for Adolescent girls. S/he/they will also support resource mobilization team in defining evidence and research to non-technical audiences.

The role will lead a multi-year MEL framework, anchored in a pre–post evaluation design complemented by process tracing, to assess change over time and generate insights into how and why change occurs in complex systems. It will also anchor national knowledge management, translating evidence from states (implementation Area) into actionable insights, policy outputs, and scalable models to improve girls' outcomes—especially school completion, VET participation, and access to CCTs.

KEY ROLES & RESPONSIBILITIES:

1. MEL Strategy & Evaluation

- Lead design and implementation of the MEL framework aligned to the theory of change.
- Oversee pre–post evaluations (baseline, periodic, endline) across states.
- Ensure methodological rigor in assessing contribution without control groups.

- Develop indicators to track education, VET, CCT access, and gender-transformative outcomes.
- Align MEL systems with donor and stakeholder frameworks.

2. Research & Data Systems

- Lead mixed-methods evaluations combining quantitative and qualitative approaches.
- Establish systems for data collection, quality assurance, analysis, and visualization.
- Guide state teams/consultants to ensure standardized, high-quality data practices.

3. Process Tracing & Causal Analysis

- Apply process tracing to assess causal pathways and program contribution.
- Reconstruct intervention-to-outcome sequences and test key assumptions.
- Generate insights on how and why change occurs, including cross-state variations.

4. Knowledge Management & Thought Leadership

- Institutionalize a national knowledge management system.
- Lead development of reports, briefs, case studies, and policy outputs.
- Position C3 as a thought leader through strategic dissemination.

5. Learning & Adaptive Management

- Embed learning loops and reflection processes for continuous improvement.
- Translate MEL insights into actionable recommendations for scale and effectiveness.

6. Capacity Building

- Strengthen capacities of teams and partners on MEL, data use, and gender-transformative approaches.
- Support local / state institutions and CSOs in using evidence for planning and decision-making.

7. Stakeholder Engagement & Reporting

- Lead high-quality reporting for donors, state institutions, and leadership.
- Engage stakeholders to share insights and inform policy and program design.
- Work with communications teams to translate evidence into narratives.

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills

- Postgraduate degree in Social Sciences, Development Studies, Public Policy, Statistics, Education, or a related field.
- 10–12+ years of progressive experience in MEL and knowledge management, including leadership roles in large-scale development programs.
- Strong expertise in:
 - Evaluation design (pre–post, theory-based evaluation, contribution analysis)
 - Mixed-methods research
 - Quantitative and qualitative data analysis
- Demonstrated experience working with government systems and multi-stakeholder platforms.

- Demonstrated experience working in a research role on topics relevant to C3's work (e.g. health research, Adolescent research, Education, and Gender)
- Track record in publishing (including in peer-reviewed journal articles)
- Experience in translating complex research findings into user-friendly and developing compelling communication materials for a wide range of audiences.
- Experience of handling big data, experience in SPSS, STATA or R Knowledge is essential
- Fluency (written and spoken) in languages: English and Hindi are essential
- Excellent analytical, writing, and presentation skills.
- Experience with data management and visualization tools.
- Strong ability to translate complex evidence into policy-relevant and programmatic insights.

OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **30-May-2026**
- Please upload your latest CV with a covering letter on the link provided.
Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-093>
- The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.