

Position:	Manager (Monitoring & Evaluation)
Number of Position:	One (01)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Reporting to:	Nodal Officer GFATM Project under the overall supervision of the Director NCVBDC
Essential Qualification & Experience:	MBBS with post-graduate qualification (Degree/Diploma) in PSM/ Community Medicine OR MBBS with 5 years' experience in Public Health with National and State level OR MBBS/BDS/BAMS/BHMS with MPH/DPH with 2 years' experience in Public Health at National or State Level
Desirable:	Ability to complete multiple tasks under pressure and should be a team player
Skills:	• Strong expertise in the domain of surveillance, field epidemiology, outbreak response, VBD control. • Computer proficiency with commonly used software/ packages like MS Word, Excel, Power Point & Web surfing. • Knowledge and proficiency in statistical software packages such as SPSS, Epi Info etc. • Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities. • Demonstrated ability to work in a multi-disciplinary team environment.
Consultancy Fee Band:	₹ 1,20,000 to ₹ 1,50,000
Travel: (Candidates who can travel frequently to manage trainings in different parts of the country only needs to apply)	During official travels if required, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	7 October 2025

About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects. It also acts as advocating agency in the enactment of public policies in the country.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Purpose

To support NCVBDC for effective implementation of GFATM supported Intensified Malaria Elimination Project (IMEP-3) in various States at different levels (National/ State/ District/ Sub-district). The position, based at NCVBDC, would play a critical role in evidence-based decision making at various levels to bring efficiency and effectiveness in the Programme and in bridging the gaps between planning and implementation.

Position Roles & Responsibilities

- 1) To monitor the malaria epidemiological situation in the States/ UTs/ Districts and support/ supervise various components of programme planning and implementation (including programme implementation plans of States and Districts).
- 2) To develop comprehensive monitoring & evaluation plan (including data collection tools, reporting formats, log frame, matrix for monitoring and evaluations etc.) and to ensure its implementation in an effective and participatory manner in the States/ UTs.
- 3) To supervise and monitor HR at various levels, analyze their monthly activity reports and provide feedbacks to them.
- 4) To plan, develop and implement methodology for mid-term/ end-term evaluation of the Project at various levels, and the Programme as a whole, including tools, test instruments, explicit indicators for supportive supervision & monitoring of the Project/ Programme.
- 5) To work in close collaboration with NCVBDC Officers/ other Consultants at National level and other public & private stakeholders at various levels to ensure quality implementation of the Project/ Programme.
- 6) To assist in the implementation of IHIP, to review its status from time to time and to contribute in preparation and submission of guidelines and information products in relation to overall MCE/MIS.
- 7) To review the monthly/ quarterly/ annual reports received from States/ Districts, based on agreed targets and progress made along with dashboard related programme indicators.
- 8) To ensure consolidation and dissemination of approved annual work plans to State/district VBDCPs and prepare timely progress reports based on results framework.
- 9) To provide timely updates to NCVBDC in terms of problems faced/issues identified at State/ District level and actions needed/ taken.
- 10) To develop operational plan for strengthening entomological surveillance and response in collaboration with National/ State Consultants-Entomology.
- 11) To keep liaison with the Integrated Disease Surveillance Programme (IDSP), Integrated Health Information Platform (IHIP) and other National health programmes on implementation of strategies on surveillance, monitoring & evaluation etc.
- 12) To facilitate epidemic preparedness in the States/ UTs/ Districts for tackling malaria and other VBD outbreaks and ensure rapid response thereto.
- 13) To support NCVBDC and States/ Districts in execution & documentation of strategies for addressing important issues such as cross border malaria, drug & insecticide resistance,

asymptomatic malaria, standard treatment guidelines, malaria elimination certification process etc.

- 14) To undertake field visits in States/ UTs/ Districts (at least once a month) to analyze the situation, assess implementation, finding gaps and take corrective actions accordingly, in a manner that maximizes coverage of health facilities/ villages and effective utilization of resources.
- 15) To undertake training/ capacity building of NCVBDC & other healthcare staff at National, State, District and Sub-district levels, online as well as in-person.
- 16) To participate in planning and organization of review meetings at National and Sub- national levels.
- 17) To undertake any other task assigned by the Reporting authority.

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The Manager M&E will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC. Performance appraisal would include review of monthly activity reports, field visits, timely completion of activities and innovations done and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

- 1) Selection and appointment shall be carried out through advertisement followed by walk-in-written test/interview, if short listed.

Link to apply for the position

[Application form](#)