

## **ABOUT SNEHA**

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

### **SNEHA's key programs include:**

Maternal and Child Health  
Public System Partnership  
Empowerment, Health and Sexuality of Adolescent  
Prevention of Violence against Women and Children  
Palliative Care

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR).

Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anemia, and violence prevention against women and children—key determinants of health equity for families and communities.

## **ABOUT THE DOMAIN:**

Monitoring, Evaluation, Research and Learning (MERL) is a centralized domain of SNEHA with an independent framework of monitoring, assessment and reporting of program outcome and impact. The role of the domain is to create evidence of models of urban health intervention that can be scaled and replicated through government and other NGO's thus increasing the impact of the models. The domain closely works with SNEHA's programs on maternal and newborn health, child health and nutrition, adolescent health and wellbeing and violence against women and children.

## **“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA**

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

**If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!**

For detailed Information visit our website: [www.snehamumbai.org](http://www.snehamumbai.org) and follow us on:

<b>SNEHA - SOCIAL MEDIA HANDLES</b>	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/@snehamumbai">@snehamumbai</a>

### **PROFILE SNAPSHOT**

**Designation:** M & E COORDINATOR

- Role:** The Monitoring and Evaluation Coordinator will be responsible for the quantitative evaluation and implementation and management of the monitoring system of the program.
- Educational Requirement:** Master's Degree in Economics/Statistics/Commerce/ Public Health or allied fields
- Experience:** At least five years of experience
- Location:** Chembur, Malad
- Reports to:** Associate Director-M&E
- Apply:** Applications are to be sent via email to [belinda.menezes@snehamumbai.org](mailto:belinda.menezes@snehamumbai.org) with the Subject line: “M & E Coordinator- Healthy Cities Program”

## **COMPREHENSIVE OVERVIEW OF THE POSITION**

### **CORE RESPONSIBILITIES**

- Develop monitoring framework to track the progress of program activities
- Designing quantitative surveys and sub-studies
- Overseeing field level data collection to ensure valid data and ensuring ethical compliance
- Design and development of formats in mobile apps/databases
- Design and development of dashboards using data visualization software
- Undertake data processing and analyze data collected for monthly, quarterly and annual reports
- Coordinating with Information Management team to design, develop and implement an efficient MIS
- Participate in SNEHA's research activities and support in ethical compliance for program M & E
- Disseminate findings from monitoring/evaluation data to program and managerial team
- Recruitment and training of Data Officers as and when required

### **BEHAVIOURAL COMPETENCIES**

- Ensuring adherence to SNEHA values, policies and guidelines
- Analytical and Critical Thinking
- Collaboration and Stakeholder Coordination
- Communication and Data Translation
- Problem Solving and Adaptability

### **CRITICAL TRAITS**

- High Attention to Detail
- Commitment to Data Quality and Integrity
- Ethical Sensitivity
- Learning Orientation
- Accountability and Ownership

**“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”**