

TERMS OF REFERENCE

Programme Manager

LOCATION: New Delhi, India.

POSITION TYPE: Full-time, 10 months, office-based with travel for project implementation as needed.

About GDN

The Global Development Network (GDN) is a public international organisation that supports high-quality, policy-oriented, social science research in Low- and Middle-Income Countries (LMICs). Founded in 1999, GDN is headquartered in New Delhi (India), with offices in Clermont-Ferrand (France) and Arlington (USA).

Background

GDN seeks an experienced Programme Manager to manage the implementation of the Gates Foundation-funded initiative *Investing in India's MEL Ecosystem*. The 12-month project aims to identify, assess, and classify India's domestic Monitoring, Evaluation and Learning (MEL) ecosystem, producing a practical framework that enables philanthropic organisations, governments, and development partners to identify and engage fit-for-purpose domestic evaluation providers. GDN will partner with an organisation of national repute to undertake the initiative. The position will work in close coordination with this implementation partner.

Position Summary

The Programme Manager will coordinate the day-to-day implementation of the project, ensuring that activities are delivered to the agreed scope, timeline, quality standards and budget. The role will support technical coordination, stakeholder engagement, partner management, fieldwork planning and execution, monitoring of deliverables and preparation of project reports.

Key Responsibilities

The Programme Manager will have the primary responsibility for the following:

A. Project planning and coordination

- Develop and maintain the detailed work plan, implementation schedule, milestones and deliverables for the 12-month project.
- Coordinate project activities across the start-up, assessment tool development and piloting, state-level mapping and assessment, and final synthesis phases.
- Track progress against agreed outputs, deadlines and performance indicators, identifying delays and proposing corrective actions.
- Organise regular internal review meetings and maintain action trackers, decision logs and project documentation.
- Ensure effective coordination between GDN, the implementation partner and other project contributors.

B. Support the implementation partner

- Support the identification and mapping of MEL organisations in the selected states, drawing on existing databases, research, professional networks and stakeholder referrals.
- Coordinate the review, pilot testing and refinement of the institutional MEL capacity assessment tool, ensuring its consistent application across organisations and locations.
- Support institutional assessments, document reviews, stakeholder interviews and other agreed data collection activities.
- Support the classification of organisations according to readiness, technical capacity and suitability for different evaluation assignments, using agreed criteria.
- Facilitate the preparation and validation of the organisational longlist and shortlist in consultation with the GDN team and the implementation partner.
- Organise stakeholder consultations, review meetings and validation workshops.
- Maintain an organised repository of project data, institutional profiles, assessment records, meeting notes and other outputs.

- Support preparation of progress updates, technical briefs, presentation materials and the final project report.
- Support the final synthesis, dissemination and handover of project outputs.

Reporting

The Programme Manager will report to Lead - Public Health and work closely with the national implementation partner, local research teams and GDN's finance and administrative functions. The role will coordinate implementation and monitor delivery, while overall technical direction, strategic decisions and approval of major changes to scope, budget or methodology will remain with the project leadership.

Desired Profile

Experience and Education

- A Master's degree in public health, public policy, management, evaluation, social sciences, health systems, or a related field (mandatory).
- At least 5 years of relevant professional experience in project management, research coordination, monitoring and evaluation, institutional assessments or development-sector programmes.
- Demonstrated experience coordinating research studies, evaluations, organisational assessments or multi-stakeholder projects.
- Experience working with geographically dispersed teams and coordinating field activities across Indian states.
- In-depth understanding of public health systems at the state level in India would be an asset.

Skills

- Strong organisation, planning and coordination skills, including the ability to manage multiple activities and deadlines.
- Project management skills and ability to translate project objectives into clear work plans, deliverables and milestones.
- Ability to understand research and evaluation processes, review evidence and support systematic institutional assessment.
- Ability to work in small, agile teams with high degree of autonomy.

- Ability to build constructive working relationships and facilitate collaboration among diverse organisations and stakeholders.
- Commitment to accurate documentation, data quality and consistency across deliverables even in challenging circumstances.
- Clear, concise and professional communication with technical and non-technical audiences.
- Excellent verbal and written communication skills in English. Professional-level knowledge of other Indian languages is an asset.
- Proficiency in MS Office, particularly Excel, Word and PowerPoint, and familiarity with tools for project tracking and data management.

How to Apply

Only individuals with authorisation to work in India are eligible. To apply, please upload the following documents through GDN's [application portal](#):

1. An updated CV
2. A cover letter describing your motivation for applying for this position
3. A short essay of about 500 words answering the question: "How can MEL organisations best respond to the evidence needs of government and philanthropies while maintaining methodological rigour and independence?"

The last date for submission of applications is **18 November 2026**. We encourage you to apply early as applications will be reviewed on a rolling basis.

Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.