

MERL Manager

Location: Delhi or Mumbai

Organization: Collective Good Foundation (CGF) – Samyak

Experience: 6-8 years

About the Organisation

Collective Good Foundation (CGF) (<https://collectivegood.in/about-us/>) is dedicated to developing ecosystems that facilitate sustainable impact. It provides comprehensive program design and implementation solutions to companies and social organisations to address issues across cause areas; enhancing capacities in the development sector and building interventions that can be scaled. **Collective Good Foundation currently houses 'Samyak', a health initiative set up by a team of professionals with extensive experience in the public health sector in India.**

Samyak started off by setting up a pan India, multi-stakeholder collaborative (Urban Health Initiative (UHI)) to address urban health and nutrition challenges with a focus on urban poor and marginalized populations. UHI brings together urban practitioners, public health experts, donor agencies, government stakeholders and non-profit organisations to strengthen the urban health system in India, improving the quality of life of people and reducing existing health inequities. Currently, Samyak is working in Uttar Pradesh and Maharashtra. Across both these states, the organisation is working with the state government to strengthen institutions and build capacities at the state level. Apart from that, it is also working in different types of cities within both these states to test innovative solutions and develop urban health models that are replicable and scalable. Apart from governments, partners of Samyak also include Janaagraha, Samhita, J-PAL Climate – Health Data Capacity Accelerator, ART PARK, India Health Fund, ACT for Health, Jhpiego, HSBC and Gates Foundation.

About the Role

Samyak is looking for a MERL Manager to support research, evidence generation and data-driven learning across its public health programmes. The MERL Manager will work closely with Research and Knowledge Management teams to support the design and implementation of research studies, data collection and management, analysis, documentation and dissemination of findings. The role is suited to a public health professional who is comfortable working with both qualitative and quantitative information, has strong analytical and documentation skills, and is interested in translating data and research findings into practical insights for programmes, government stakeholders and other partners. The position will involve hands-on work across the research cycle, from literature review and study tool development to data quality checks, analysis, report writing and development of knowledge products.

Key Responsibilities

1. Research Design and Implementation

- Support the design and implementation of quantitative, qualitative and mixed-method research studies and programme monitoring and assessments.
- Conduct literature reviews and desk research to understand existing evidence, policies and practices relevant to Samyak's areas of work.

- Support development of research protocols, tools, study frameworks, questionnaires, interview guides, observation tools and other data collection instruments.
- Assist in planning and coordinating primary data collection, including coordination with field teams and other research partners.
- Support field monitoring and troubleshooting during data collection to ensure adherence to study protocols and data quality standards.
- Support adherence to data management and research protocols.
- Assist in documenting research processes, deviations, field experiences and key learnings.

2. Data Management and Analysis

- Support management of primary and secondary datasets generated through research and programme activities.
- Conduct data cleaning, validation, coding and basic data quality checks.
- Maintain organised databases, codebooks, data dictionaries and documentation of datasets.
- Analyse quantitative data using appropriate statistical and analytical methods.
- Support qualitative data organisation, coding and thematic analysis.
- Identify trends, patterns, gaps and emerging findings from programme and research data.
- Prepare tables, graphs, charts and other analytical outputs to communicate findings clearly.
- Support integration and triangulation of findings from multiple data sources.

3. Research Documentation and Reporting

- Contribute to preparation of research reports, study reports, technical notes and analytical briefs.
- Translate research findings and programme data into clear, concise and actionable insights.
- Prepare presentations and other materials for internal reviews, government meetings, workshops and stakeholder discussions.
- Maintain systematic documentation of research activities, findings, tools and outputs.
- Support preparation of manuscripts, abstracts, conference submissions and other academic outputs, where relevant.

4. Programme Learning and Evidence Generation

- Support documentation and synthesis of programme learning, innovations, challenges and lessons. Assist in developing case studies, learning documents and other knowledge products emerging from programme implementation.
- Stay updated on emerging research, policies and evidence relevant to public health and health systems.

5. Stakeholder Coordination

- Coordinate with programme teams, field teams, government stakeholders, academic/research partners and other collaborators as required.
- Support preparation for research meetings, workshops, consultations and dissemination events.
- Present research findings and data insights to internal teams and, where appropriate, external stakeholders.
- Work collaboratively with multidisciplinary teams and contribute to a culture of evidence-based decision-making.

Qualifications and Experience

- Postgraduate degree in Public Health, Epidemiology, Health Sciences, Health Systems, Statistics, Development Studies, Social Sciences, Public Policy or a related field.

- Minimum 4 years of relevant professional experience in public health research, programme research, monitoring and evaluation, data analysis, implementation research or a related area.
- Experience of working on public health, health systems, community health, urban health or development-sector programmes will be an advantage.
- Candidates with demonstrated experience across both research and data analysis/documentation will be preferred.

Skills and Competencies

- Strong written and verbal communication skills.
- Good understanding of public health research concepts and research methodologies.
- Familiarity with quantitative, qualitative and mixed-method research approaches.
- Understanding of basic sampling, survey methodology and research tools.
- Strong working knowledge of MS Excel.
- Familiarity with at least one statistical/data analysis software such as R, STATA, SPSS, Python or equivalent.
- Ability to clean and present data through clear tables, charts and visualisations.
- Ability to translate technical findings into simple and actionable messages for different audiences.
- Ability to work independently while collaborating effectively with multidisciplinary teams.
- Experience with digital data collection platforms such as KoboToolbox, ODK or similar platforms is desirable.
- Proficiency in English is essential.

Application Process: Interested candidates should submit:

- Detailed CV
- Cover Letter highlighting relevant experience in knowledge management and program documentation.

Please note that due to a large number of applications received, we will only be able to contact shortlisted candidates. We will inform all the shortlisted candidates on their candidature status once the position is closed. Applications will be reviewed on rolling basis, so early applicants will get that preference. The application process would include a couple of interviews and an assignment