

## **Terms of reference**

Upfront is a global south entity, part of the Catalyst Group of organisations, driving significant impactful sustainable solutions, particularly for first mile workers and their ecosystems. We are based and operational in India with a footprint across 15 states of India so far and 11 countries across South and South east Asia . We strive to make wellbeing a reality for first mile workers. We have over 20 years of collective experience strengthening ecosystems on workforce wellbeing, promoting & improving their health, safety, security, living conditions, rights and entitlements; shaping and influencing inclusive workplaces & enabling environments. Through various solutions, methodologies, and evidence, we build, promote, and facilitate long-term intervention models. We work on systems, policies, and behaviors in order to increase scale, impact, and sustainability. We are looking for dynamic professionals who have knowledge, expertise, experience in community health, safety and action research.

**Number of vacancies :** 2

**Location :** Rajasthan (Baran, Jhalawar, Ajmer/Jodhpur) & Kerala ( Wayanad, Idukki, and Calicut )

**Position :** State Project Implementation Specialist

**Role :** As the state point person for a Project on Health, Wellness and Safety, particularly women and small holder farmers in Rural Spaces in the Spice Sector focused project, candidate's overall responsibility includes program planning, operations including capacity building, community mobilisation & engagement, outreach, project related surveys / assessments, managing relationships with stakeholders & team members. Specific functions include:

### **Project Operations (50%)**

1. Establish excellent rapport with key stakeholders and develop a project implementation plan for each district.
2. Develop clear and deep understanding of organisation systems and processes, especially on project management, community engagement process, ethics and practices.
3. Set up and ensure community engagement, mass mobilisation and outreach mechanism in close coordination with sub partners and orient them in detail for effective implementation.
4. Work closely with the program team based at Delhi to discuss the progress, challenges, learnings, and further action plans.
5. Identify the existing programs, champions and women's associations or groups whose work focuses on gender, like skills, financial digital literacy and the specific area of intervention for leveraging them.
6. Liaise with relevant local government offices and other stakeholders, organise stakeholder meetings.
7. Accountable for project results and ensuring the quality of implementation meets predefined standards - both internal and those promised to donors and other stakeholders.

### **Capacity building (20%)**

1. Support in locally adapting capacity-building resources on intervention themes of primary health, financial literacy, safety and other well-being related topics.
2. Develop and implement plans related to capacity building programs for system stakeholders and community gatekeepers in alignment and agreement with the program team at local level.
3. Review and monitor the capacity building sessions for local level change makers like Sakhis and

Kudumbashree members on health, wellness and safety in the model intervention sites on women's safety at local level.

4. Handholding and guidance support to sub partners for establishing and activating wellness clubs.
5. Ensure regular quality assurance of outreach sessions.

#### **Data, monitoring and documentation (25%)**

1. Conduct monthly reviews, develop and submit monthly updates on project activities and program components.
2. Ensure data collection and collation on project tools for timely monitoring and handhold support quality assurance including assessment.
3. Conduct monitoring and learning exercises as per the agreed framework and system within the project to ensure high quality implementation.
4. Develop good quality reports (quantitative and qualitative) for donors in prescribed reporting formats; as per the project requirements; both.
5. Assess the intended sustainability of the results and the intervention in advancing health, wellness and safety among women workers and small-scale farmers (strong focus)
6. Document lessons learned, good practices and innovations, success stories, and challenges.

#### **Other roles (5%)**

1. Believe in achieving outcomes and be flexible in timings as per the project's activity calendar.
2. Identify strategies for replication and up-scaling of the identified best practices of the interventions.
3. Explore opportunities for work and collaborations with other stakeholders in order to bring visibility to the project and organisation.
4. Contribute to other related assignments of organisation, as need be.
5. Engage line departments, key authorities at local level, local leaders; establish partnerships and position organization to explore new partnership opportunities.
6. Any other tasks that might be assigned from time to time by organisation.

#### **Qualification**

Post graduation/ Masters, preferably in Women's / Gender studies, Social Work, Sociology, Psychology, or any related field. Or higher degree.

#### **Desired experience & preference**

- 4 to 5 years of sectoral experience working on the theme of gender with focus on financial & digital literacy.
- Experience of implementing community focussed interventions and capacity building expert preferably for topics like gender, financial digital literacy.
- Strong presentation and data analytical abilities and report writing abilities..
- Preference will be given to candidates located in any of the districts as given. For Rajasthan- Baran, Jhalawar, Ajmer/Jodhpur). And for Kerala- Wayanad, Idukki, and Calicut.

#### **Knowledge, skills & attributes**

- Excellent communication and interpersonal skills
- Conflict resolution and problem solving
- Empathy, facilitation, leadership and team building skills

#### **Geography and travel**

Candidate will be required to travel to implementation districts, as per the work requirement.

**Thematic knowledge & Skills**

- Good understanding of community focussed programs implementation.
- Good understanding of training plans and project cycle.
- Good understanding of data management & stakeholder management.
- Well versed with MS office, digital meeting platforms and working on desktop / laptop.

**Remuneration**

Rs. 65,000 to Rs. 70,000 (negotiable for highly suitable candidates)

The eligible interested candidates may e-mail their application along with a cover letter to [astha.b@catalysts.org](mailto:astha.b@catalysts.org) with copy to [contactupfront@catalysts.org](mailto:contactupfront@catalysts.org) by 25th March 2025. DO mention your current and expected salary in the cover letter and CV, both