**Title**: Consultant – Project Coordinator, Provider Engagement in Uttar Pradesh

**Location**

Lucknow (Uttar Pradesh)

**Reports To**

State Lead – Uttar Pradesh

**Scope of Work**

The program coordinator will be responsible for the overall implementation and coordination of the program activities. The role will require planning and coordinating trainings, coordinating with providers and other stakeholders, monitoring the capacity building implementation as per the timelines and expertise, coordination support in the review of the standard treatment guidelines laid out by NHA, and other expert organizations, mobilize trainers for the trainings, generating reports, implementing outreach activities to increase awareness about cancer care in the communities with the select identified providers from the empanelled universe for cancer care etc.

**Roles and Responsibilities**

Provide technical guidance and plan trainings as per the proposed plan

Engage with national, state and district level stakeholders of the planned proposal to RIHI

Create and update state, national, and global level of relevant information to maintain accurate resource lists and information on the new cancer guidelines and update

Coordination with existing public and private stakeholders offering cancer packages under PMJAY in the state

Development of a framework to monitor the progress of the activities and its impact during the proposed intervention with RIHI

Plan and hold regular review meetings to monitor the progress of the activities and understand and document the bottlenecks, challenges and learnings

Coordination of activities in the field related to cancer screening to increase awareness among communities with select providers

Plan and expedite activities that encourage awareness, screening, and early diagnosis of cancer

Engage with private and public stakeholders to utilize the knowledge thus gathered to be utilized for an increased uptake of cancer care packages under PMJAY in the state

**Administrative & Additional Responsibilities**

Accountable for providing the strategic leadership, management, and technical direction towards building the functions of provider management and execute provider level interventions (other than cancer care) under PMJAY in the state.

Develop and execute a strategy to expand, increase participation and quality of the provider network.

Undertake capacity building initiatives with respect to quality with the provider network.

Accountable to develop evidence-based reports/papers based on the discussions and development of the intervention. Develop briefing notes, guidelines and presentations as required by the state and national team.

Provide support to other state programs as required from time to time.

Documentation of key events and updating on key developments in the state and submission of monthly reports. Would be required to support the team in knowledge management work at the state level and coordinate with the larger group to support in the results framework and any other knowledge product etc from time to time.

Participate in program review meetings as required both at State Health Agency and ACCESS Health.

**Compensation**

A monthly compensation of INR 60,000 (Inclusive of all indirect taxes) will be paid to the Consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **December 01, 2021** to **May 31, 2022** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.