**Title:** Project Manager

**Scope of Work**

The Project Manager will be responsible for the overall implementation and coordination of the program activities ranging from the required analytics, insight derivation, quantitative and qualitative study support, monitoring, documentation and dissemination of the findings and the project. The Project Manager will also be responsible in achieving the individual objectives of the various components of this project; which include, analytics, study and way forward activities and interventions like developing integrated pathways for cancer care in the state and planning for a few innovative models like distributed cancer care, and bringing digital solutions for cancer care in the state. The role will require planning and coordinating the various components like training, 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, mobilizing trainers for the training, generating reports, implementing outreach activities to increase awareness about cancer care in the communities with the select identified providers from the impaneled universe for cancer care, etc.

**Key Responsibilities**

* Build an understanding of the landscape of the cancer care, prevention, and control ecosystem in the state. This will include looking at various data sets and deriving insights for various stakeholders.
* Provide analytics support to the project as per the requirement and maintain the data repository
* Provide technical guidance and support to the qualitative study planned in support from KGMU
* Capacity building forcaregivers, providers, and outreach staff. Plan the trainings as per the proposed plan
* Engage with national, state, and district-level stakeholders on the planned proposal to RIHI
* Create and update the state, national, and global levels 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 and to utilize the knowledge thus gathered to be utilized for an increased uptake of cancer care packages under PMJAY in the state
* Development of a framework to monitor the progress of the activities and their 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
* Extend support in the forward-looking activities relevant for this project including development of novel ideas around digital platforms and distributed cancer care.
* Promote the use of technology and innovations for awareness, screening, and early diagnosis.
* Extend support in the qualitative study and development of other research related documents and papers

**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, and increase participation and quality of 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.

**Location**

Lucknow (Uttar Pradesh)

**Reports To**

Project Head-Uttar Pradesh

**Grade Level:** M3

**Compensation**

A monthly compensation of INR 80,000 subject to deduction of TDS as per Income Tax Act Rates 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 **June 16, 2022** to **June 15, 2023** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.