**Title:** Executive – Program Support

**Scope of Work**

**HPSR - Shilpa**

1. Provide administrative support in operations of the HPSR Fellowship Program.

* Coordinate with stakeholders for scheduling meetings.
* Responding to general queries on the fellowship on email and phone.
* Editing and sharing letters, forms and administrative documents.
* Ensure smooth facilitation of activities during all phase of the program (Screening, training events, online and implementation phase).
* Routine follow up with participants and faculty for timely submissions (assignments, scores, reimbursements, contracts and status updates).

1. HPSR Content (Website, Twitter, social media campaign)

* Coordinate with supporting agencies for uploading HPSR content.
* Facilitate posting of material on HPSR social media handles.
* Support composing content and creative design for communication material to showcase HPSR program, events, and outcomes.
* Coordinate with the media agency in creative design and other vendors for delivery of output according to timelines.

**Resource Mobilisation - Madhura**

* Collaborate with the vendor and the Director: Resource Mobilisation to recommend content and critical changes on the current website.
* Develop and social media content calendar and develop content suitable for each social media handle.
* Edit content for publication, such as blogs or mini-articles about HSTP work and published work or completed projects.
* Write, edit and improve written content about HSTP and its work on the current website, coordinate with vendor to ensure time bound and accurate upload.

**Finance & Admin – Vineet**

* Finalising the reports that need to be send to the donors (QPR, Annual Reports) etc.
* Preparing the agenda for and keeping minutes of team meetings convened.

**Compensation**

An annual compensation of INR 648,000 (Inclusive of all indirect taxes) will be paid to the Consultant. The Consultant will generate an invoice at the end of the month along with log of the work completed. 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 **July 1, 2023** to **March 31, 2024** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.