

Job Description:	Consultant – Project Coordinator, Jarwal Project	Responsible to:	Lead & State Head, Uttar Pradesh
No. of direct reports:	3 Field Officers and 10 Community Facilitators	Location	Jarwal, Bahraich, Uttar Pradesh
Duration	As per project duration, currently till March 2026	Job Function	Programme
Purpose:	Planning, management and execution of the UMEED project in Jarwal block, District Bahraich, Uttar Pradesh		

RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	COMPETENCIES	REQUIRED SKILLS
<p>Maintaining strong liaison with key departments and stakeholders</p> <ul style="list-style-type: none"> Lead district and block level advocacy with key stakeholders like government officials from Departments of Health, Women and Child Development, Education and Panchayati Raj, National Rural Livelihood Mission (NRLM), NGOs, elected representatives, women’s collectives, family planning champions and media Organize and facilitate Block Coordination Committee (BCC) meetings to ensure contributions to family planning (FP) and reproductive health (RH) by key departments Participate in District Health Society (DHS) meetings and draw attention to critical issues related to access, quality and uptake of FP and RH services Ensure implementation of Social Behaviour Change Communication (SBCC) campaigns on mobilising support from key departments <p>Guiding, supporting and monitoring project field activities</p> <ul style="list-style-type: none"> Ensure quality implementation of project activities at community and school levels; monitor progress and regularly update the detailed project implementation plan (DIP) to achieve project goals Ensure timely and effective execution of capacity building activities Ensure quality implementation of SBCC campaigns and other initiatives <p>Conducting team reviews and troubleshooting as required</p>	<ul style="list-style-type: none"> Project DIP priorities, progress and activities remain on track and are reviewed, discussed and revised every month as required UMEED staff individual workplans linked to DIP commitments Training sessions, content, tools and calendar developed and finalized for different stakeholder groups in consultation with PFI All trainings of staff and external stakeholders organized with requisite quality and outcomes within committed timelines Understanding of project team enhanced on government programs and linkages, existing community and government platforms at village/block and district levels, effective behaviour change communication and advocacy strategies for addressing barriers within the community and those impacting government services Block and district stakeholders identified, key messaging and advocacy asks developed; stakeholders effectively engaged for enhancing project outcomes Key barriers related to demand, access and uptake of Family Planning services identified, highlighted and addressed Project MIS, M&E and qualitative documentation reflect incremental 	<ul style="list-style-type: none"> Leadership: Demonstrates ability to successfully mentor the UMEED team and set up efficient team and work systems Networking Skills: Possesses ability to engage people and build relationships across a wide range of stakeholders - partners, CSOs, govt. agencies Striving for excellence: Continuously strives to perform better and with the highest quality reflected in planning, implementation and reporting Result Orientation: Manages program milestones to deliver results within timelines and as per committed outcomes 	<ul style="list-style-type: none"> At least 4-5 years of experience of working on health issues, preferably related to RH and FP Experience of working with NGOs on the ground Excellent communication and representational skills Analytical and reporting writing skill Proficient in MS office Fluency in written and spoken English and Hindi <p>HOW TO APPLY</p> <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by 10th February 2025. Please mention the position “Consultant, Project Coordinator, Jarwal Project” in the subject line of your e-mail. Only shortlisted candidates will be contacted.</p>

<ul style="list-style-type: none"> • Mentor field team to undertake community mobilization and working with community-based volunteers and platforms • Overall trouble shooting support and ensure a high degree of motivation among UMEED project staff and community volunteers <p>Reporting and documentation of project progress</p> <ul style="list-style-type: none"> • Regularly review project record keeping at all levels and ensure validation of data on sample basis • Draft monthly, quarterly and annual project reports • Draft minutes of key meetings, success stories and training reports with audio – visual documentation, as required <p>Office administration</p> <ul style="list-style-type: none"> • Ensure smooth function of PFI’s field office including renewal of office lease, maintenance of office equipment, furniture and fixtures etc • Manage and report on petty cash expenses and other advances • Ensure daily reporting of all UMEED field staff and maintenance of leave records <p>Facilitate donor visits including community meetings, observation of trainings, field activities in coordination with the state team</p> <p>Maintaining a high degree of responsiveness towards PFI state and Delhi offices; coordinate requisite support, meetings, inputs and approvals; provide any other support as required by PFI</p>	<p>progress and achievement of committed outcomes</p> <ul style="list-style-type: none"> • Retention and continuity of field staff 		
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About Population Foundation of India

Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization’s goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence-based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India’s commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

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| MUTUAL RESPECT | EQUITY AND JUSTICE |
| INTEGRITY | WOMEN’S RIGHTS |
| COURAGE OF CONVICTION | INDEPENDENCE |
| CORE VALUES | HUMILITY |

OUR MISSION

To advance gender-sensitive, rights-based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

- To advance family planning and reproductive health as drivers of individual rights
- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
 - Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

- To position family planning and population measures as critical drivers of sustainable growth and development in India
- Family Planning and women’s rights are national priorities that help realize higher growth and sustainable development.
 - Strong rights-based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

- To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale
- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
 - Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:
Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:
Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:
Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services