

## Terms of Reference

### Roles and Responsibilities

Position	Responsibilities	Qualifications & Experience
<p><b>State Project Coordinator, SRCW, Dehradun</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.</li> <li>• Prepare the annual work plans for SRCW in consultation with NRCW and nodal departments in the State. Also ensure that all staff and institutional partners have clear work plans consistent with the annual work plans.</li> <li>• Lead a team of professional and manage partner organizations in different aspects of the mission.</li> <li>• Operationalize partnerships with government departments at the state level to work on convergence of programmes and schemes.</li> <li>• Anchor mechanisms for on-field convergence between different activity areas (social, economic, political and legal) and identify opportunities for convergence with government programmes and schemes.</li> <li>• Operationalize physical and financial progress trackers and ensure quality and thematic integration in mission's strategies.</li> <li>• Provide oversight to project components in the "pilot convergence" model by implementing partners and ensure that they deliver on outputs agreed as per project conditions.</li> <li>• Coordinate with various thematic experts in NRCW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.</li> <li>• Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NRCW.</li> <li>• Prepare briefing notes, documents and reports on the project for various committees and the advisory group.</li> <li>• Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparation of minutes, follow up on actions decided to be taken etc.</li> <li>• Establish knowledge partners/forums/ advisory groups consisting of experts/academic institutions, technical resource agencies, financial institutions and private sector.</li> <li>• Undertake any other activity as may be required to further the aims and objectives of SRCW.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Social Work/Economics /Women's Studies/Law/ Governance/ any other related field.</li> <li>• Minimum experience of 5 years of working on women issues, with at least 3 years spent in managing and leading projects and teams.</li> <li>• Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</li> <li>• Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the national and state level.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ph.D. in the relevant field.</li> <li>• Previous experience of working with the government on policy issues.</li> <li>• Previous publications, articles and papers on the area of expertise, with particular emphasis on women.</li> <li>• Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.</li> </ul> <p><b>General Condition</b></p> <p>Involves extensive travel within the state. Age of candidate preferably between 40-55 Years. Salary Rs. 50,000 per month.</p>

<p><b>Research Officer</b> <b>SRCW, Dehradun</b></p>	<ul style="list-style-type: none"> <li>• Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education etc. particularly with regard to women.</li> <li>• Undertake empirical as well as desk based studies to review implementation of gender sensitive health policies and programmes.</li> <li>• Assist specialist Gender to undertake research studies in framing policies and programmes under the convergence mandate of the mission.</li> <li>• Undertake any other activity as may be required to further the aims and objectives of SRCW.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.</li> <li>• Minimum experience of 2 years in Research field.</li> <li>• Must have computers knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.</li> </ul> <p><b>Desirable</b> Previous experience of working with the government.</p> <p><b>General Condition</b> Involves extensive travel within the state. Maximum age limit of 35 years. Salary Rs. 25,000 per month.</p>
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