

Job Description	Consultant – Capacity Building, District	Reporting	Consultant – State Capacity Building
Duration	As per project duration, currently till January 2027	Location	Sitapur District, Uttar Pradesh
Purpose	Population Foundation of India will implement a three project to increase the adoption and use of family planning (FP) and sexual reproductive health (SRH) through responsive and sustainable systems in seven districts of Uttar Pradesh (Bahraich, Balrampur, Barabanki, Gonda, Sitapur, Unnao and Shravasti). Each district will have a two-member team comprising a Government Partnership Officer (GPO) and a CBO. The position will be responsible for leading all capacity building efforts in one of the assigned districts. This includes building capacity of government facility based staff in family planning counseling, improving FP knowledge, counseling skills and motivation among frontline workers, building a pool of local resource persons and FP Champions, building capacities of other stakeholders like Panchayati Raj Members (PRI), Jan Arogya Samiti (JAS) members and Village Health Sanitation and Nutrition Committee (VHSNCs) members among others, to contribute to FP efforts in the blocks and district. .		
RESPONSIBILITIES		COMPETENCIES	SKILLS AND EXPERIENCE
Planning, executing and documenting capacity building activities in the assigned district <ul style="list-style-type: none"> Work with the district officials to identify a pool of district and block level master trainers and resource persons Build knowledge and capacities of the master trainers to facilitate trainings at district and block levels Develop an annual capacity building plan for the assigned district, with quarterly and monthly targets Support state office and contribute towards development of training modules, SBCC materials, assessment tools etc Plan and facilitate trainings related to functioning of FP Corners, trainings of ASHA/ANMs and trainings of District Health Society (DHS)/Block Coordination Committee (BCC)/Jan Arogya Samiti (JAS)/Rogi Kalyan Samiti/ Village Health Sanitation and Nutrition (VHSNC) members as required to enable demand generation and utilisation of FP and SRH services 	Reporting and documentation <ul style="list-style-type: none"> Maintain data base on all trainees, trainings and training outcomes as required Undertake post training assessments, mentoring visits to the field to ensure application of acquired knowledge and skills by the trainees Undertake regular written and audio-visual documentation and validations of the trainings and other key activities related to the project impact Share regular and complete updates / data /reports with state office as required Admin and Finance <ul style="list-style-type: none"> Ensure timely submission of indents and advance requests Manage all training related expenses in the assigned district/s and submit all bills and receiving's in a timely manner and as per reporting requirements Ensure that all trainings expenditure is undertaken in compliance with the program budget and organisational policies Perform any other tasks as delegated by the supervisor	<ul style="list-style-type: none"> Communication & influencing: Establishes excellent rapport with stakeholders / trainees and possesses an ability to motivate them Striving for excellence: Understands and appreciates the critical role of capacity building in achieving intended program impact, ability to deliver high quality results within timelines Result Oriented: Takes ownership for results, demonstrates flair for quick thinking and possesses positive, pro-active, problem-solving approach Working together: Works successfully with, partners, govt. departments and within the project team to build overall efficiency and effectiveness. Maintains congenial working relationships with all internal and external stakeholders. Financial diligence: Complies with financial and due diligence processes 	<ul style="list-style-type: none"> Experience of facilitating capacity building and mentoring on FP / SRH Ability to work with government officials and service providers at block and district levels Ability to work in diverse circumstances and flair for quick thinking and problem solving Experience of financial management, reporting of field expenses Proficient in MS Office Fluency in written and spoken Hindi and English. Ability to work in Hindi (writing and typing) will be an advantage Commitment for inclusion and diversity <div> HOW TO APPLY <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by July 20, 2025.</p> <p>Please include the following in the</p> </div>

<ul style="list-style-type: none"> • Plan and facilitate capacity building of ASHAs and ANMs through cluster meetings and other available platforms • Plan and conduct need based trainings of different government / non-government cadres in family planning in the assigned district /s • Provide ongoing supportive supervision to FP corners to ensure quality counselling, address early marriage, teenage pregnancy, contraceptive choices, emergency contraception ECP, medical abortions and promoting male engagement etc • Document and regularly report on all training activities, outcomes and validations • Support Government Partnership Officer (GPO) in planning and execution of awareness generation campaigns involving government and community stakeholders including support in use of new and existing communication tools (including digital) for integrated behavior-change interventions 	<p>KEY PERFORMANCE INDICATORS</p> <ul style="list-style-type: none"> • Timely and quality delivery of trainings as per project commitments and annual district capacity building plan • Satisfactory budget utilisation for trainings • Efficiency and effectiveness of all organizational projects/programs in the district, highest quality maintained in training and reporting • Timely and comprehensive reporting of all training processes, outcomes and learnings on regular basis • Regular mentoring and post training follow up / handholding of the trainees • Excellent relationships with government officials and trainees at all levels 		<p>cover letter:</p> <p>Current CTC: Expected CTC: Notice/ Availability to join:</p> <p>Please mention the position “Consultant – Capacity Building, Sitapur” in the subject line of your e-mail.</p> <p>Only shortlisted candidates will be contacted.</p>
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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

TEAM WORK	MUTUAL RESPECT
COLLABORATION	INNOVATION
DIVERSITY	GENDER SENSITIVITY
CONTEXTUAL RELEVANCE	ACCOUNTABILITY
EXCELLENCE	GROWTH

OUR MISSION

We advance gender-sensitive policies and programmes focused on the health and well-being of India's population, especially women and young people.

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

