

<b>Job Description:</b>	<b>Consultant - Documentation &amp; Reporting, Lucknow</b>	<b>Reporting</b>	Lead - State Head, Uttar Pradesh
<b>Duration</b>	As per project duration, currently till January 2027	<b>Location</b>	Lucknow
<b>Purpose:</b>	Population Foundation of India is implementing 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). The State Documentation cum Reporting Officer is responsible for managing and maintaining PFI State Office’s Management Information System (MIS), ensuring accurate and timely data reporting, and undertaking all documentation related responsibilities. This role requires a keen eye for detail, strong analytical skills, and the ability to work collaboratively across all PFI offices at district, state and national levels.		
<b>ROLES AND RESPONSIBILITIES</b>			
<b>Documentation:</b> <ul style="list-style-type: none"><li>Develop progress reports (monthly, quarterly, bi-annual and annual) for projects being implemented by PFI’s State Office for timely submission to donors and other stakeholders</li><li>Draft power point presentations, updates, meeting minutes, letters and email communication as required</li><li>Develop and regularly maintain quality process documentation for all PFI projects and activities being implemented in the state</li><li>Anchor the development of bi-annual newsletter under PFI’s Umeed project and ensure its widespread dissemination</li><li>Ensure all organizational documents like project proposals, budgets, training modules, training reports, meetings &amp; events-based documentation, SBCC materials &amp; modules, monthly, quarterly, annual progress reports &amp; other relevant documents are accurate, up-to-date, and properly archived.</li><li>Ensure all photographs and audio – video documentation is maintained, regularly updated and archived for easy access</li></ul>	<b>General Duties:</b> <ul style="list-style-type: none"><li>Provide training and support to staff on reporting and documentation practices.</li><li>Participate in meetings and contribute to project planning and execution as required.</li><li>Track compliances of key decisions taken in external and internal meetings</li><li>Provide support to Lead and State Head, Population Foundation of India, Uttar Pradesh as per requirement on day-to-day basis</li><li>Travel to the field sites to collect success stories, photographs, interviews and validations etc; ensure that all print and audio-video documentation is maintained, regularly updated and archived for easy access</li><li>Provide content for various social media handles of the organization with project activities on regular basis</li><li>Coordinate with various district offices to collect and organize necessary documentation such as reports, photographs, media coverage etc.</li><li>Represent State Lead in external meetings and events as required</li><li>Support State Lead in tracking field activities and monitoring program implementation as required</li><li>Any other tasks delegated by the supervisor from time to time</li></ul>	<b>KEY PERFORMANCE INDICATORS</b> <ul style="list-style-type: none"><li>Timely and quality delivery of daily, fortnightly, monthly, quarterly, bi-annual, annual project reports</li><li>Regular coordination and interaction with district and field staff to ensure timely compliance with action points and meeting minutes, emails etc</li><li>Quality analysis and sharing of field data to enable course correction and timely decisions</li><li>Updated inventory of PFI training and SBCC tools and job aids, reports, important communications, audio – video coverage of field activities etc</li><li>High degree of responsiveness to requests for program updates and other information as required</li><li>Confidentiality and security of sensitive information is maintained</li></ul>	<b>REQUIRED SKILLS</b> <ul style="list-style-type: none"><li>Track record of successfully documenting field level projects activities, preferably on FP and SRH</li><li>Excellent communication and representation skills with in-depth understanding of the program activities, expected outcomes and reporting tools</li><li>Experience of managing and tracking day-to-day - field activities</li><li>Knowledge of data analysis tools and techniques, documentation tools and software</li><li>Fluency in written and spoken Hindi and English; ability work in Hindi (writing and typing) will be an advantage</li><li>Knowledge of handling various social media handles [Instagram, FB, X (Twitter), YT etc.]</li></ul>
<b>HOW TO APPLY</b>			
Please send your updated CV with a covering letter describing your suitability for the position to <a href="mailto:hrpfi@populationfoundation.in">hrpfi@populationfoundation.in</a> latest by July 20, 2025.			
Please include following in the covering letter: Current CTC: Expected CTC: Notice/ Availability to join:			
Please mention the position “ <b>Consultant, Documentation &amp; Reporting, Lucknow</b> ” in the subject line of your e-mail. Only shortlisted candidates will be contacted.			

- Support KM Officer in building capacity of district and field teams in record keeping and data management
- Search and analyse data trends and provide insights to support decision-making processes.
- Troubleshoot and resolve any issues related to the MIS, in consultation with Knowledge Management (KM) team.
- Coordinate with various district offices to collect and organize necessary documentation such as reports, photographs, media coverage etc.
- Conduct regular audits of documentation to ensure completeness and accuracy.

**Working together:** Is able to adjust to the team environment; works collaboratively across all PFI teams and offices, partners, and government. departments to build overall efficiency and effectiveness.

**Financial diligence:** Complies with financial and due diligence processes as laid out by the organization

**Leadership:** Represents State Lead at external platforms as required and demonstrates an ability to engage with confidence and clarity



## 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