

Job Description:	Consultant - Knowledge Management	Reports to:	Associate Lead – Programme Implementation at Lucknow (State Office); and Sr. Specialist – Monitoring & Evaluation, Delhi (National Office)
Duration	As per project duration, currently till January 2027	Location	Lucknow, Uttar Pradesh
Purpose:	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 role of the Consultant - Knowledge Management is to work with the state program team collecting qualitative data from the field, work with the KM team (New Delhi) on all project monitoring and evaluation activities and support the district teams with data management, data interpretation, and maintain accurate records.		
RESPONSIBILITIES		COMPETENCIES	REQUIRED SKILLS
<p>1. Work with KM team (New Delhi) on project-related research and evaluation</p> <ul style="list-style-type: none">Regularly travel to intervention districts gather and draft stories for Most Significant Change (MSC) studyCoordinate with review panel for shortlisting of MSC storiesAdress queries from jury and finalization of storiesCoordinate with communication and knowledge management team for publication of study findingsSupport other project- related research and evaluation activities in consultation with the KM team (New Delhi) <p>2. Data validation, quality checks and reporting:</p> <ul style="list-style-type: none">Support district teams in data entry and management on key initiatives through developed mechanismAnalyse and share MIS data from districts on monthly basis and support MIS dashboard managementUndertake monthly data quality checks for counseling corners and other key initiatives, ensure the accuracy and consistency of the data and share the key findings with the national, state and district teams		<ul style="list-style-type: none">Working together: Contributes positively in team discussions by providing necessary information as well as by seeking inputs when required, collaborates well within own team as well as with cross functional teams to achieve team goalsStriving for excellence: Exhibits drive, commitment and energy towards achieving performance objectives and results; maintains and adheres to high performance standards and respects timelines.Delivering Results: Systematically plans and organizes work so as to achieve goals in time and with accuracyFinancial diligence: Complies with financial and due diligence processes as laid out by the organization	<ul style="list-style-type: none">4-5 years’ work experience in the development sectorStrong background in data management, analysis, and reporting.Qualitative studies, documentationUnderstanding of digital tools for MIS and data collection.Ability to work collaboratively with district and state teams.Strong interpersonal skills.Willingness to undertake field visits, as required.IT literate (MS Office Suite)Adherence to organizational policy and procedures is a must.Strong communication skills, written and verbal.Ability to work under minimal supervision.
			HOW TO APPLY
			<p>Please send your updated CV with a covering letter describing your suitabilityfor the position to hrpfi@populationfoundation.in latest by 31st August 2025.</p> <p>Please include following in the covering letter: Current CTC: Expected CTC: Notice/ Availability to join:</p>

<ul style="list-style-type: none"> • Undertake periodic exit interviews of clients and share insights on functioning of counselling corners • Analyze downloaded data of government portals as per requirement, plot the same graphically and share with teams • Regularly travel to intervention districts, gather and draft Most Significant Change (MSC) stories, coordinate with review panel for shortlisting and finalization • Support the project evaluation process as required • Support all Monitoring & Evaluation activities as required • Maintain data privacy, informed consent, and ethical standards throughout. • Document learnings of key activities under UMEED project 			<p>Please mention the position “Consultant - Knowledge Management, Lucknow” in the subject line of your e-mail. 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