



Terms of reference Implementation Specialist

Upfront is an brand entity striving to make *wellbeing a reality for workforces*, is proudly Indian and global and is committed towards enriching the lives of the workforce* by working for their rights, entitlements, health, agency, safety, financial security and building resilience. Upfront aims to achieve these by unlocking human potential, making 'systems' work, enabling investment on workforce wellbeing a critical value proposition for both social and business outcomes. Upfront works towards achieving the sustainable development goals (SDG) with a focus on SDG 3 (Good health and Well-being), 5 (Gender Equality), 8 (Decent Work & Economic Growth), 11 (Sustainable Cities and Communities), 13 (Climate Action) and 17 (Partnerships) to ensure sustainability, scale and impact by positively influencing and transforming policies, programs and practices.

This position is for a candidate and is a full time role which majorly entails program implementation, training and documentation as key responsibilities. Besides these key responsibilities, project management, planning, establishing projects at the intervention site (as per project plan), client and stakeholder management and coordination with internal as well as external teams are also key areas of responsibility. The incumbent will also be responsible for support in content creation, studies on and off field.

Number of vacancies : 1

Location : Delhi-NCR

Position : Implementation Specialist as Network Consultant (NC)

Detailed scope of work is as mentioned below-

1) **Project implementation & management (70%)**

- a. **Establishing project at factory / supplier level-** In consultation with respective factories / suppliers planning the project activities as mentioned in the work plan (shared by Upfront team).
- b. **Assessment-** planning and conducting baseline and endline assessments, as per the program requirement.
- c. **Capacity building sessions-** as per activity calendar conducting CB sessions on agreed modules for project committee members, supervisors, peer educators / project champions.

- PE / PC to be identified and selected in consultation with the factories / suppliers. Modules to be agreed between NC and Upfront / CMS.
- d. **Handholding support and quality assurance** – providing handholding support to factories / suppliers for outreach and other project activities, as mentioned in the agreed work plan while ensuring regular quality assurance of outreach sessions.
 - e. **Monitoring support**- conduct monitoring, evaluation, and learning exercises as per the agreed system within the project to ensure quality implementation.
 - f. **Establishing and operationalizing Universal Help Desk (UHD)**- guiding and supporting factories / suppliers in establishing UHD and making it active and sustainable. Upfront team will provide specific guidance and support for this.
 - g. **Client & stakeholder management**- fulfilling the needs for client and stakeholder management as per needed and required.

2) Reports, Reviews, Data & Documentation (20%)

- a. **Data consolidation and management - Project MIS, Baseline and Endline** - updating and sharing periodical project progress through data on the MIS (shared by Upfront / CMS)
- b. **Documentation of learnings**- capturing success stories, cases, good practices from the project and sharing with Upfront / CMS
- c. **Pre post data and findings**- capacity building sessions pre post data and findings to be captured and shared with Upfront / CMS.
- d. **Project report**- periodical reports (as decided under project) and final report (at the end) to be developed and shared with Upfront / CMS. Feedback suggested to be incorporated for finalization of the same.
- e. **Project photo bank**- project activities to be captured throughout the intervention and shared with Upfront / CMS.

3) Others (10%)

- a. Support in hyper locale content creation for supporting IEC
- b. Support in desk research and market analysis
- c. Work closely with the Upfront program team to discuss the project specific progress, challenges, learnings, and further action plans.
- d. Any other activities as may be required to advance the vision of worker wellbeing of Upfront, Catalyst group
- e. Local representation in relevant events & opportunities
- f. Building & managing local network with diverse stakeholders including local govt, civil society, industry association, private sector etc

Qualification

Post graduation / masters, preferably in women's / gender studies, social work, sociology, psychology, or any related field or higher degree.

Or

Graduation from reputed colleges with professional courses focussing on social development topics / themes such as gender equality / lifeskills / women empowerment / financial inclusion

Desired experience & preference

- Thematic knowledge on minimum two of the themes i.e. gender equality, communication, life-skill and financial inclusion.

- In case of qualification as
 - post graduation- 1 to 2 years of experience in project implementation and stakeholder management.
 - graduation- 2 to 3 years of professional experience in the social development sector.
- Experience of working with suppliers / factory on social developmental issues or have exposure to supplier / factory ecosystem
- Prior experience of delivering capacity building sessions on themes of gender equality, life skills, financial inclusion.
- Experience in presentation and data analytical abilities
- Preference to candidate located in Delhi-NCR

Knowledge, skills & attributes

- Excellent communication and interpersonal skills- mandatory.
- Empathy, facilitation, team working skills- mandatory.
- Enterprising and innovative thinking - not mandatory but preferred.

Geography and travel

Candidate will be required to travel to implementation sites i.e., factories in Delhi-NCR, as per the agreed work plan.

Thematic knowledge & Skills

- Good understanding of gender concepts.
- Good understanding of training plans and project cycle
- Good understanding of assessment methods and data handling
- Stakeholder management
- Well versed with MS office, digital meeting platforms and working on desktop / laptop.

The eligible & interested candidates may e-mail their application along with a cover letter to astha.b@catalysts.org with cc to sonali.m@catalysts.org..

Please mention your expected remuneration in the cover letter and CV, both.

****Join us in leading the way towards a sustainable and responsible future of work.****