

JOB DESCRIPTION

CB cum Gender Coordinator and Documentation Expert (One Vacancy) Bharat Rural Livelihood Foundation, Nagpur, Maharashtra

1. POSITION:

- **Consultant** CB cum Gender Coordinator and Documentation Expert (One Vacancy)
- **Reporting:** Team Leader, PMU-MH, BRLF.
- **Place of posting:** Nagpur, Maharashtra
- **Joining:** Immediate
- **Nature of Employment:** Full-time contract with benefits

2. ORGANISATION BACKGROUND:

Government of India (GOI) initiated **Bharat Rural Livelihoods Foundation (BRLF)** as an independent organization under the Societies Registration Act, to facilitate civil society action in partnership with the Central and State Governments, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative, and the **Foundation** is constituted as a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility), on the other. Major functions of **BRLF** comprise the provision of financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots. The General Body and Executive Committee of **BRLF** are constituted by eminent individuals, as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and **GOI**.

For more details, please visit our website: www.brlf.in

ABOUT "High Impact Mega-Watershed Project", Maharashtra

BRLF and Commissioner Office, MGNREGS, Nagpur, Govt. of Maharashtra signed an MoU on September 8, 2022, to implement a **High Impact Mega Watershed Project** in the 26 blocks of 5 districts of Maharashtra. The goal of the project is to double the income of at least 1,00,000 small and marginal households on a sustainable basis. This is a five-year project. The implementation strategy of this proposed project envisages that the selected CSOs will provide facilitation support to the Gram Panchayats and front line MGNREGA functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions.

BRLF is looking for a well-experienced professional to fill the vacancy of **Capacity Building cum Gender Coordinator and Documentation Expert**, based in the SPMU. For robust

monitoring and evaluation, a **State project Management Unit (SPMU)** will be set up in Nagpur, the SPMU provides strategic facilitation support to the CSOs partners implementing the project in different locations. The **SPMU** will have its dedicated staff and will work under the guidance and leadership of **BRLF** and MGNREGA Commissioner, GoMH.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

BRLF is looking for passionate and motivated professionals to join SPMU, Nagpur, Maharashtra. The **Capacity Building cum Gender Coordinator and Documentation Expert** shall be responsible for the following:

Key Job Responsibilities of Gender Coordinator and Documentation Expert:

➤ Responsibilities of Gender Coordinator: -

1. Responsible for Coordination of Gender team present at block and district level.
2. Design a SOP for Gender Integration in strengthening Local Governance and to promote women leadership
3. Design and document strategies to facilitate gender responsiveness in local government agencies in collaboration with partner CSOs.
4. Organize gender sensitization workshops and training sessions on effective planning and decision-making processes for relevant stakeholders.
5. Support the integration of gender perspectives across all project activities in the state.
6. Support in gender landscape mapping to capture institutions, enablers, barriers, and transformative stories of change.
7. Design and document training modules and learning materials on gender integration, leadership, and economic empowerment of women and facilitate ToTs for concerned project staff in the state.
8. Design and track gender-related qualitative and quantitative indicators and conduct gender impact assessments in the project's M&E framework, ensuring both qualitative and quantitative progress is captured.
9. Facilitate Mahila Grama Sabhas to prepare gender-centric AAP & GPDP plans.
10. Facilitate in establishing Women Mate forums, VOs, CLFs, and subcommittees and build capacities of women mates to support women's leadership in strengthening local governance.
11. Build the capacity of CSO and BRLF staff at block and district levels on Gender and MGNREGA.
12. Design and implement tailored capacity-building initiatives focused on gender mainstreaming and effective implementation of MGNREGA.

13. Lead the planning, execution, and delivery of training programs at the state, district, and block levels.

- Independently manage end-to-end training activities, including curriculum development, logistics coordination, facilitation, and post-training follow-up.
- Ensure high-quality training delivery by using appropriate adult learning techniques and monitoring training effectiveness through feedback and evaluation tools.

➤ **Responsibilities of project level Documentation: -**

1. Monthly Reporting Processes

- Ensure consistency, clarity, and alignment with project indicators and donor reporting requirements.

2. Prepare Quarterly Progress Reports (QPR)

- Develop comprehensive and narrative Quarterly Progress Reports (QPRs), highlighting key achievements from the reporting period, challenges encountered, lessons learned, and the action plan for the upcoming quarter
- Coordinate with programming and MIS teams at district to integrate qualitative and quantitative data effectively.

3. Develop Annual Narrative Reports

- Draft detailed annual narrative reports highlighting project outcomes, impact, and alignment with strategic objectives.
- Ensure high-quality documentation reflects both data-driven insights and human-centered stories from the field.

4. Document Case Studies and Success Stories

- Identify and document impactful case studies and success stories that illustrate project effectiveness and community transformation.
- Ensure stories are well-structured, engaging, and aligned with organizational communication standards.
- Facilitate the Communications team from Headquarters in conducting field visits, interviews, and photo/video documentation to capture compelling human-interest stories and project narratives

5. Draft Concept Notes and Proposals for New Projects

- Collaborate with the Team Lead at SPMU and the RM team to develop well-structured concept notes and detailed project proposals.
- Ensure alignment with organizational priorities, donor requirements, and field-level insights, incorporating evidence-based strategies and clearly defined outcomes.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

1.Educational Qualification:

- Applicants must be **master's degree in social sciences**, Gender Studies, Development Studies, Anthropology, Sociology, Communications, or a related field from a recognized university.
- A bachelor's degree with significant relevant work experience (five to Seven years) may also be considered.

2.Desirable Qualification:

Applicants with rural development project implementation experience will be preferred.

Experience:

1. Minimum 5 to 7 years of relevant experience working in the field of Gender across development or government programs.
2. Proven ability to develop and manage various forms of documentation, including monthly reports, quarterly and annual narrative reports, case studies, and success stories, as outlined in the Roles and Responsibilities.
3. Experience in capacity building, gender mainstreaming, and coordination with multi-level teams (block, district, and state) is highly desirable.

Essential Skills and Competencies:

1. Excellent speaking, reading, and writing skills in English and Marathi (Priority) and in Hindi (Preferred) are required.
2. Ability to work in a multi-cultural/ multi-disciplinary team.
3. Proven skills in documentation, report writing, and knowledge management, including experience preparing narrative reports, case studies, and success stories.
4. Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and data management tools.
5. Ability to multi-task and work well in such a team.
6. Willing to travel across the project locations.

5. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 55,000 – INR 59,000 per month. Offers shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

6. NUMBER OF VACANCIES: One

7. LOCATION(s): Nagpur, Maharashtra.

9. Age Limit: 40 years

10. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of October 30th, 2025.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.