

JOB DESCRIPTION
Research & Communication Coordinator (One Vacancy)
Bharat Rural Livelihood Foundation, West Bengal

1. POSITION:

- **Research & Communication Coordinator** (One Vacancy)
- **Reporting:** Team Lead TSU- Siliguri, Research Lead, & Project Officer- Eastern Zone, BRLF
- **Place of posting:** Siliguri, West Bengal
- **Joining:** Immediate
- **Nature of Employment:** Full-time contract with benefits

2. ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (www.brlf.in) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

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

ABOUT "Securing Access to Community Forest Rights", West Bengal project-

The Bharat Rural Livelihoods Foundation (BRLF), is implementing the **Securing Access to Community Forest Rights project in 8 districts** across West Bengal in. This three-year initiative aims to accelerate the process of Individual Forest Right (IFR) & Community Forest Right (CFR) claim generation & settlement.

The implementation of the Forest Rights Act (FRA), 2006, in West Bengal is marked by systemic challenges across governance levels, state, district, block, and community. These gaps hinder the recognition of IFR & CFR, thereby undermining the socio-economic and cultural well-being of forest-

dependent communities. BRLF's intervention is designed to address these challenges holistically by fostering inclusive governance and facilitating multi stakeholder collaboration.

The Bharat Rural Livelihoods Foundation (BRLF) is seeking a highly experienced and qualified professional to fill the position of Research & Communication Coordinator, based at the TSU office-Siliguri.

3. JOB DESCRIPTION / SCOPE OF WORK

1. Documentation of project processes, outcomes and impact in the form of monthly, quarterly and annual reports.
2. Assist in conducting qualitative and quantitative research in consultation with BRLF Delhi office to support the action research components of the project
3. Coordinate with partners, field teams and stakeholders to collect and analyse data required for research components of the project.
4. Prepare high-quality analytical research reports, case studies, public repositories and knowledge products in consultation with the research team members as evidence for documenting the project's impact and learnings.
5. Co-author the research study report, technical papers, and secondary research report and report summary.
6. Undertake GIS mapping and ecological modeling to quantify resource degradation trends, using data from the Statistical Abstracts and forest department reports. Anchor the CFR potential mapping exercise in West Bengal
7. Ensure research outputs align with the donor's requirements and organizational standards.
8. Develop and implement a dissemination and engagement strategy to amplify the use and inclusion of research findings in programmatic strategy.
9. Coordinate designing of engaging content for external audiences, including donors, partners, and the public with the support of BRLF's communication team.
10. Assist the team lead in organisation of state, district and local level consultations and workshops on Forest Rights Act and its implementation in West Bengal
11. Support the BRLF Communication team in creation of newsletters, blogs, press releases, social media posts, and other promotional materials related to the project.
12. Work closely with BRLF's project teams, donor representatives, and partner organizations to ensure consistent messaging and alignment of research and communication activities.
13. Assist the MEL team in monitoring and evaluation activities, ensuring the integration of research findings into program improvements.
14. Support publication of knowledge collaterals emerging from the project
15. Represent BRLF and its work in various national and international convenings, forums and conferences
16. Support the team lead towards fulfillment of the Project's outcomes and objectives

4. QUALIFICATION, EXPERIENCE & COMPETENCIES

Educational Qualifications:

An M.Phil/ PhD degree in Geography, Development Studies, Rural Management, Public Policy, Public Administration, Social Work, or any other related discipline from a reputed institution directly relevant to the consultant scope of work.

Experience:

Demonstrated experience of 2-3 years in designing and executing high-quality research in the domain of Forest Governance and Management/ Rural Development/Tribal Development/ Sustainable Livelihoods/ Climate Change/ Agriculture and Forestry in West Bengal.

Essential Skills & Competencies:

- Proven Experience in coordinating multi-partner research projects with a small research team of 3-5 researchers.
- Proven ability to work with multi-disciplinary teams of highly qualified researchers in collaborative initiatives.
- Excellent written and communication skills in English. Excellent knowledge of spoken and written Bangla is essential for this role.
- Proven skills in quantitative and qualitative data analysis using analysis software like R/ STATA and NVivo.
- Expert level knowledge and experience of using ArcGIS
- Must have experience in designing and conducting data collection for large research projects using qualitative and quantitative CAPI tools.
- Must be proficient in data visualization methods and tools (Power BI/ Data Studio/ Tableau/ etc.), MS Excel, and ODK/ similar data collection platforms.
- Willingness to travel extensively.
- Work independently and be organized to ensure that tasks are completed on time.
- Results orientation with attention to detail.

5. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 60,000 – INR 70,000 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):** Siliguri, West Bengal**8. AGE LIMIT:** N/A**9. 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 November 10th, 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.