

Government of Karnataka
Karnataka Panchayat Raj Commissionerate
Department Rural Development and Panchayat Raj

Job Description 1: Training and Research Coordinator.

Background:

The Government of Karnataka under the aegis of Commissioner, Karnataka Panchayat Raj in partnership with UNICEF intends to implement “**Mainstreaming the sustainable Water, Sanitation and Hygiene (WASH) services and Menstrual Hygiene Management (MHM) in Karnataka**” Water, Sanitation and Hygiene programme in rural areas of the State to sensitize rural people about water, sanitation and hygiene. In this regard, the department of Rural Development and Panchayat Raj desires to create a dedicated institution for capacity building and research for promoting greater engagement of Panchayat Raj Institutions in WASH.

Under the programme, the Gram Panchayat institutions, focus groups and master trainers will be trained in capacity building to deliver WASH services in rural areas of the State. A unit will be opened at ANSSIRD & PR, in this regard to continuously research about implementation of WASH services and to constantly monitor the participation of the people. A training module and implementation strategy will be designed and executed.

The Karnataka Panchayat Raj Commissionerate, Department of Rural Development and Panchayat Raj, Government of Karnataka, is looking to recruit a Training and Research Coordinator for its WASH Training and Resource Centre at ANSSIRD & PR. Details are given below. The shortlisted candidates will have to take a written test and an oral interview in both English and Kannada. Knowledge of written and spoken Kannada is a must for the positions at the WASH Training and Resource Centre.

Objective of Assignment:

He or She should support state in identification of key resources, preparation of training modules, SoPs, Capacity Building plan, conducting of trainings and should submit the timely reports with the state government as well as UNICEF as agreed in the proposal.


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1. Capacity building on WASH services
2. Conducting situation analysis in PRIs
3. Preparation of SOPs
4. Training the missionaries to prepare annual action plan about WASH services
5. Supporting and preparing master trainers viz., PRIs, GPLFs, Water operators on WASH services.
6. To specially focus on Menstrual Hygiene Management and to propagate in campaign mode

Programme Area and the specific project involved:

Capacity Building and Research in Water, Sanitation and Hygiene (WASH)

Deliverables:

- Support state in identifying key resources and setting up of WASH Training and Resource Centre, preparation of action plan and conducting of meetings.
- Support state in conducting Master Trainer's training program to members of PRIs, Janitors, GPLFs, Water Operators and other functionaries for improved WASH services.
- Conducting of Situational Analysis of SSLWM and WASH in Institutions.
- Preparation of SoPs for conducting cascading trainings on improved WASH services.
- Identification and documentation of best practices along with documenting the process of WTRC establishment, integrating WASH into PRIs.
- Prepare and share quarterly reports with UNICEF and CPR.
- Any other activities/tasks/responsibilities assigned by Commissioner, Panchayat Raj Department.


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Key Tasks:

- Support state in preparation of Annual Implementation Plan for improved WASH services.
- Develop a concept note on need for establishing WTRC and help state in establishing WTRC.
- Identify key resources with the support of state and empanel them to WTRC and prepare training modules for various master trainers trainings (PRIs training, SLWM training, Functionaries training).
- Develop concept note, schedule, number of participants and budget required for conducting the trainings to master trainers.
- Plan and monitor the trainings at District level by Master Trainers and ensure documentation of Trainings by them.
- Identification of external agency and taking up of situational analysis of Sustainable Solid Waste Management in selected GPs and situational analysis of WASH in institutions.
- Identify key areas for preparing 5-year action plan on working of WTRC.
- Preparing monthly/quarterly financial and progress reports meeting the reporting requirements of UNICEF as per the agreement in structured formats.
- Coordinate with the technical team to develop a Training Management Information System (TMIS) dashboard for the project.
- Identify indicators of WASH to be integrated in monitoring system of PRIs
- Support State in issuing necessary guidelines for integrating WASH indicators in regular monitoring system of PRIs.

Duty Station: ANSSIRD & PR

Reporting Officer: Commissioner, Panchayat Raj, Karnataka Panchayat Raj Commissionerate.

No. of Position: 01

Age Limit: Not exceeding 45 years.

Duration of contract: The position is expected to start from September, 2023 to December 31, 2024.


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Official Travel Involved: 8-10 days a month. TA/DA will be as per actual.

Remuneration: An invoice is to be submitted to the Commissionerate, along with a progress report every month. Payments will be made to the co-ordinator based on completion of agreed deliverables. Remuneration (against deliverables) of INR 75,000 per month is earmarked for the coordinator position (Consolidated/Fixed Basis)

Qualification/ Experience:

- Master's in Sociology /Public Health/Communication/Population Studies/ Rural development /Water Management /social work /WASH or equivalent field.
- Additional experience in field of capacity development/communication/ Capacity Building and Research/ WASH/DRR/Climate Change domain will be added advantage.
- Experience in developing capacity building modules, IEC materials.
- Experience in organizing training sessions and workshops and conducting research.
- Proven conceptualization, quantitative and qualitative analysis, presentation, and report writing skills.
- Excellent knowledge and experience in usage of MS Office and other software packages.
- Excellent communication skills in English and Kannada would be essential for this assignment.
- Willing to frequent travel to different districts, taluks, gram panchayaths, and villages whenever required.

Additional Requirements:

- Previous experience with multilateral or international/UN organization is desirable.
- Previous experience with Government is desirable.

Score Sheet:

Component	Score
Educational Qualification	25 Marks
Experience	25 Marks
Exam	25 Marks
Interview	25 Marks
Total	100 Marks

Selection Process: Duly received CVs, along with cover letters, will be reviewed by a hiring committee at the Panchayat Raj Commissionerate and, a shortlist of candidates will be prepared after a technical evaluation of qualifications, experience and suitability for the positions advertised. Shortlisted candidates will be invited for a short written assignment and oral interview with the hiring committee. Only selected candidates will be informed of the final decision by the Committee.

How to apply:

1. **A Cover letter** explaining the motivation for applying and also explaining how the qualifications and skill-set of the candidate are suitable for this position (Not more than 1 page).
2. **A CV** that outlines the qualifications and experience related to the advertised position of Consultant(s). Highlight any experience related to Capacity Building and Research in Water, Sanitation and Hygiene (WASH).

Email both as attachments to prekar.recruitment@gmail.com with the subject Line: "Training and Research Coordinator" by 23rd August, 2023 before 5.30 pm.


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