

Scope of Work (SOW)

POPULATION SERVICES INTERNATIONAL, INDIA

TITLE: Program Associate

LOCATION: Lucknow & Kanpur

DEPARTMENT: Programs

REPORTS TO: Manager - Program Implementation

ROLE OF: Field Program Coordinator

SUPERVISES: None

Term of the Contract: Maximum up to 7 months

Nature of the Contract: Per Day Engagement

CATEGORY: Program Operations (Field Staff)

Apply Latest By - 23rd June 2023

Program details:

PSI India is scaling up the Faecal Sludge and Septage Management (FSSM) intervention model in two states, i.e. M.P and U.P under the ATF project. FSSM intervention model by PSI India has strengthened all the stakeholder linked directly in market with FSSM value chain. This model works on sustainability to empower government to set and enforce norms and regulations and allow private sectors to run a non-exploitative profitable business. Moreover, it will help customers to access better quality of services at affordable prices.

Purpose of the Position:

Consultant under the ATF program in Lucknow & Kanpur is required to coordinate with the Government departments and Private Tanker Operators (PTOs) on regular basis for the smooth functioning and ensuring the safe disposal of Faecal Sludge (FS) at the SPS. Consultant will support PTOs and ULB for addressing the customer complaints, grievance and feedback. Work with the PTOs for strengthening their association, ensuring the safety of their workers, linking them social security and loan & credit facility from the banks.

A. Duties & Responsibilities:

- Collect the safe disposal of FS reports from STPs/SPSs/IPs.
- Handling the day to day operations of the call centre
- Enrolment of PTO workers in the social security schemes.
- Conduct regular meetings of the PTOs association and strengthening the association for sustainability and handling their challenges & issues on their own.
- Identify Volunteers from the community to work as trainers to train the PTO workers on use of PPE kits.
- Assessment and Mapping of high-rise building societies and their faecal sludge treatment facilities as per the CPCB norms.
- Conduct Resident Welfare Associations (RWA), orient them on effluent discharge standards as per CPCB norms.

- Link the RWAs with the PTOs association for safe collection, transportation and disposal of faecal sludge.
- Facilitate MOU between RWA and PTO association.
- Identify nearest smaller ULBs without FSTP/STP facility, facilitate MOU between PTO association and the ULB for safe extraction, transportation and disposal of FS.
- Report the activities in the prescribed formats.
- Report the learning on weekly basis.
- Any other report as required.

B. QUALIFICATION AND EXPERIENCE:

- Post Graduate with 1-3 years of relevant experience & Graduate with 3-5 years of relevant experience.

C. SKILLS:

- Experience of working in MS office, excel, word, power point.
- Interpersonal skills for communication with team, ability to multi-task;
- Ability to work in team

Approving Authority (for the work as defined in the Scope of Work):

General Manager/ Manager – Program Implementation

Timelines: Monthly

Terms of Payment:

Monthly

Project Allocation (from where the payment is to be made)

After the Flush (ATF)

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.