

Job Description - American India Foundation - Block Coordinator

Position: Block Coordinator

Program: Integrated Program on Child Health, Nutrition and Education

Reporting: Program Manager – Integrated Program

Location: Vidisha, Madhya Pradesh

Nature of Employment: Contractual

No of Positions: 2

Duration: 14 months

About American India Foundation:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **8.4 million** lives across **26 states** of India. Learn more at www.AIF.org

Background of the Program:

Health and Education are the foundations of human development. Healthy children are more likely to transform into healthy and productive adults. 25 million children every year become part of the 2nd most populated country in the world. As per the data given by ADB (2019), 34 children per 1000 die before 5 years of age. The first six years of a child's life play a crucial role in lifelong good health. At this phase of life, the foundation is laid for social, mental, and physical development. In our country, where the percentage of people below the poverty line hovers around 10%, it becomes more difficult to ensure a healthy diet for kids, as incomes and means of livelihood are uncertain and many in the rural areas suffer from underemployment.

India contributes to almost one-third of the global prevalence of stunting. The latest National Family Health Survey-5 data for 2019-20 indicates that undernutrition among children has worsened in the last few years. Over a quarter of children were found stunted in the 18 of 22 states and Union territories surveyed in the first phase. The COVID-19 pandemic-induced lockdown disrupted the functioning of Anganwadi centers (AWWs) and the closure of schools that provided nutritious meals to children under ICDS, thereby pushing additional millions of children towards nutrition scarcity. A recent study estimated around 77 million undernourished children in the country. There is a looming threat of an additional 15 million cases pushed to undernutrition if the children in the lowest wealth quintile lose 5 percent of their body weight. States like Bihar, Uttar Pradesh, Madhya Pradesh, Jharkhand, Odisha, Chhattisgarh, Rajasthan, Assam, West Bengal, and Gujarat are the worst affected by child nutrition indicators during the pandemic.

The pandemic also exacerbated the existing learning gaps in preschool education and formal education provided by the government to children in the country. As per the ASER report (2019), within each cohort of the same age, there is enormous variation in what children are doing. Children enrolled in Anganwadis,

have far lower levels of cognitive skills and foundational abilities than their counterparts in private LKG/ KG classes. As per NCERT specifications of learning outcomes, children are expected to identify numbers up to 99 in grade 1 itself, however, in reality, only 5.7 % of age-appropriate students can read or write a letter or digit. Almost 50% of children don't achieve grade-appropriate learning goals.

Government institutions, NGOs through corporate funding and grants were collectively addressing these challenges but, back-to-back unexpected waves of deadly COVID19 disease pushed it back and threw more never-before-seen or heard challenges.

Job Summary :

Block Coordinator is a key function between a Program Manager and Integrated Community Facilitators. They are responsible for supporting the Integrated Community Facilitators and Food Quality Assurance Co-coordinators in undertaking activities as planned under the program. They are responsible for liaising with block-level government officials in health, ICDS, and education departments. They are also responsible for public relations with community representatives and institutions (such as Gram Panchayats, SHGs). The role of the block Coordinator is dynamic and will require hard work and dedication.

Key Roles & Responsibilities:

- Oversee the functions/roles performed by Integrated Community Facilitators and Food Quality Assurance Officers including, undertaking joint field visits, ensuring monthly plans, salary/fees approvals, program activity expenses, etc.
- Support the above functionaries in day-to-day reporting and in the use of MIS
- Oversee the functioning of the NGO partners
- Liaison with block-level and village-level stakeholders - panchayat members, government officials from Health, ICDS, Education, and other departments, for facilitating support from the various stakeholders
- Undertake periodic review meetings at the block level
- Provide support to studies and assessments conducted by independent agencies.
- The block Coordinator maintains an attendance register for all trainees, and trainers and also ensures that all activities are conducted as per the schedule.
- Monitoring of the training program is conducted by the Block Coordinator
- Block Coordinators ensure that the training and other targets entrusted to them for the block are achieved.
- Block Coordinator ensures that the training is conducted on schedule and there are no delays within the approved budgets
- The block Coordinator maintains cordial relations with the vendors and ensures that their payments are done on time.
- The Block coordinator regularly shares reports with the line manager.
- Collection of necessary data from the field.
- identifying and sharing good case studies from the ground.
- Supports in the completion of all financial processes and data required.
- The Block coordinator organizes other activities in the block as instructed by the Senior Management.

Desired qualification, experience and skills:

- Bachelor's degree in MSW/business management or related field.

- Four plus years' previous experience in implementing programs in health, nutrition, education or livelihoods.
- Proven role as a supervisor
- Proficient in computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Well-informed about rural entrepreneurship development
- Strong presentation skills
- Good interpersonal skills and communication with all levels of management
- Excellent verbal and written communication skills in Hindi (English would be an added advantage)
- Organized and able to create multiple timelines, budgets, and schedules
- Able to multitask, prioritize, and manage time efficiently
- Drive a motorcycle/Scooter

- Should be willing to travel. Intensive travel in allocated block (20 to 22 days in a month)

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current salary and expected salary to ph.career@aif.org with the subject line "**Block Coordinator**"

Last day to apply: 6th July 2022.

Only applications of short-listed candidates will be acknowledged.