

Terms of Reference  
**State Coordinator (Multiple positions)**  
**For the ‘Innovation Hub for Urban WASH Solutions’ Project**

National Institute of Urban Affairs, Delhi (NIUA), a premier research institute under Ministry of Urban Development (Government of India, GoI), in association with Taru Leading Edge, IRC and Ennovent, and with the strategic collaboration of YES BANK and Valluri Technology Accelerators, has initiated a project ‘Innovation Hub for Urban WASH Solutions’ which is supported and funded by USAID. The project will support the development of scalable solutions for urban water, sanitation and hygiene in India within the national, regional, state and city framework. The hub will lead activities that support the national and state urban initiatives (AMRUT, SBM, SMART City Programs) and proactively engage with a wide range of partners, including the private sector, to discover and develop innovations and devise intervention strategies and business models for delivering effective, affordable and sustainable WASH solutions in the Indian context. The initiative will contribute significantly to achieving the recently adopted Sustainable Development Goals (SDG) 6: for clean water and sanitation to all, besides other SDG commitments and other national commitments by the GoI.

The primary goal of the initiative will be to improve urban WASH sector performance through incubation and acceleration of innovative solutions, technologies, programs and service delivery models within a collaborative framework. A core element of the initiative is to build partnerships with and between public, government (national/state/local), civil society, private sector stakeholders, academia, donors, etc. dedicated to establishing shared visions and improving WASH outcomes, as well as facilitating knowledge sharing among cities, states and national platforms.

The Innovation Hub will create an enabling ecosystem where an ethos of innovative experiments and learning-by-doing is combined with evidence-based strategic planning and the lab-to-land approach. As part of this project, it is proposed to set-up a National Innovation Hub and three City Innovation Hubs (1 in each city) to support the project planning, implementation and monitoring activities; and help achieving the goals of the project. The project shall be piloted in 3 cities (Udaipur, Faridabad and Mysore) in 3 different states in India, over a period of 3 years.

NIUA is seeking a dynamic, innovative, self-motivated and results-oriented professional to play a key role as State Coordinator who could coordinate state level advocacy meetings, training, state level strategy formulation, resource mobilization and WASH reporting. The candidate will work closely between the two hub teams and contribute to the project objectives and help in the effective implementation of the same. NIUA is, therefore, considering to engage a ‘State Coordinator’ to provide necessary support to the project at the State-level.

**Role & Responsibilities**

Broadly, the role & responsibilities shall be:

- To support in communication and documentation of project activities
- To support project branding through effective communication
- To facilitate knowledge sharing among cities and states platforms
- To build partnerships and networking with potential stakeholders and investors at state and city level
- To mobilize technical, institutional, financial resources for project activities
- To support in project implementation and management
- To work as a team with other project partners
- Any other related responsibilities, as assigned

## **Tasks**

Some specific tasks to be undertaken are:

- Identifying and partnership building with Government(s), Investors, Donors, NGOs, Technical Organization, Academia and other stakeholders
- Organizing state-level workshops/meetings, capacity and knowledge building programs, where all key stakeholders, key experts and organizations can participate for better understanding and coordination on the project.
- Regularly interact with the government officials and other stakeholders; and sharing progress through presentation and case studies, seeking feedback and involvement, etc.
- Mobilizing financial, technical and institutional resources for the project activities
- Support in partnership agreements and their monitoring and tracking of deliverables
- Support in designing and implementing communication & outreach programme for the project at state and city levels; ensuring that progress and accomplishments are regularly and effectively communicated through social media platforms (Facebook, LinkedIn, Twitter, E-Networks, etc.).
- Development, editing and publishing of the content of strategic project communication materials such as documentation reports, case studies, tool kits; branding and communication material preparation, brochures, flier, promotional emails, factsheets, information package, media kits, press notes, donor kits, blogs, project reports, etc.
- Preparation of monthly/quarterly reports for submission to USAID and key project stakeholders
- Other tasks as assigned

## **Qualification**

- Post Graduate or Professional degree in Communication, business management or other related technical/developmental discipline relevant to this role, from reputed institutes.
- At least 6-9 years' experience, especially working as Communication and Liaison / Coordination expert for scale projects which require building partnerships with multiple stakeholders to mobilize technical and financial resources from private sector, donor agencies, CSR funds; and experience of working with State/municipal governments
- Technical knowledge of the WASH sector is preferable
- Excellent fluency in English especially in writing needed for documentation and knowledge/content creation within development domain (examples of published works).
- Excellent networking and partnership/liaison building skills
- Proven skills in research studies, project communication and documentation, etc.
- Good analytical and knowledge management skills including writing and presentation skills.
- Computer literacy and ability to effectively use office technology and IT/mobile tools
- High personal & professional integrity. Team player and ability to work under pressure and meeting deadlines. Problem solving attitude. Experience of managing teams and logistics
- Ready for extensive travel

## **Location**

There are multiple positions in Udaipur, Faridabad and Mysore. However, the project shall entail extensive travel in the project states.

## **CTC**

Attractive. The remuneration shall not be a constraint for the deserving candidate.

## **Apply**

Candidates can mail their CV with three references and samples of publications to [director@niua.org](mailto:director@niua.org)

**Last date of application is June 02, 2017.**

The candidates who have applied earlier for this position need not apply again.

**Please include current CTC in your CV.** In order to ensure that your application is sorted correctly, please clearly mention the title of the post in the subject line of your e-mail/application. Only shortlisted candidate will be called for interview and written test. The organization reserves the right to make exceptions for highly deserving candidates.