

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

External Consultant – Knowledge
Management and Monitoring,
Learning & Evaluation (MLE), CWIS

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

About the Trichy CWIS Project

Trichy has been selected as one of the cities under the City Wide Inclusive Sanitation (CWIS) initiative by the Bill and Melinda Gates Foundation (BMGF). The wider CWIS initiative is globally supported by multiple agencies and organisations including the BMGF and the World Bank. CWIS cities are expected to move towards achieving the Sustainable Development Goal (SDG) for sanitation to ensure safe, inclusive, and financially sustainable sanitation services, and serve as global benchmarks. The Trichy CWIS project will be guided by the urban local body, and delivered by a consortium of partners led by IIHS. While the project aims to improve overall sanitation outcomes in Trichy across the full cycle of sanitation, it will also focus on improvement of service delivery to the poor. The project will also attempt to mainstream sanitation into existing initiatives, showcase innovations and systematically document and share learnings (particularly with a view to enabling replication).

The project builds on ongoing work done by IIHS on urban sanitation in Tamil Nadu (see tnussp.co.in). The first phase of the programme, which is nearing completion, adopted a two pronged approach: working in two model urban locations to demonstrate city level transformations on-ground across the sanitation chain, while in parallel, creating an enabling environment, implementing state-wide actions, and scaling-up of innovations.

Job Description

The Practice Team at IIHS is responsible for providing cutting-edge and integrated solutions to India's urban development challenges by bringing together faculty and experts across diverse domains of knowledge and practice; exposing learners to real-life problems and integrating the practice into academics and research.

This is a contractual position for an initial term of 11 months, with the Practice Team at IIHS based out of Trichy. The Monitoring, Learning & Evaluation (MLE) and Knowledge Management Specialist will support the Team Leader on this component in the CWIS. Responsibilities and deliverables will include, but not be limited to:

- Project and Process documentation and creation of various knowledge products;
- Strengthening / Creation of Knowledge Gateways and mobilizing Communities of Practice (COPs);
- Implementation of the MLE Framework for the sector and the program

In addition, he/ she will be expected to contribute to other projects in the IIHS Urban Practitioners' Programme (UPP) and Practice programme.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Carrying out all activities related to knowledge management and documentation;
- Creating a range of outputs (reports, presentation, briefs) from the ongoing programme work;
- Conducting process documentation, and production of various research products;
- Developing and disseminating knowledge products among stakeholders and the larger Communities of Practice;
- Supporting all activities in the MLE component comprising MIS system, concurrent monitoring, performance assessment system and baseline and mid line studies;
- Carrying out periodic and concurrent monitoring data collection and analysis, at the city levels for the program results and inter-mediate indicators;
- Interfacing and engaging with TCC, clients, partners, communities, institutions, and other stakeholders for CWIS;
- Supporting project management tasks as and when required including planning, budgeting, training, implementing, monitoring and supervising, evaluating and closing research and consulting projects;
- Working closely with the IIHS editing and communications team;
- Providing support to other IIHS activities including, academics, research, practice, training, operations and other activities;
- Participating in all activities of Institution-building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work as needed.

Structure and Coordination

The External Consultant will be coordinating on these services and deliverables with the Team Leader, CWIS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations.

Person Specification

The candidate is required to possess a Post Graduate degree or equivalent. In addition, 5-10 years of relevant experience in documentation, research, knowledge management or MLE is required.

Preference will be given to candidates with experience in research and documentation, developing and/or disseminating knowledge products, MLE, whereas experience in the urban sector will be an advantage. She or he should also have experience of working in multi-disciplinary teams and good people management skills, and significant competency in project management. Candidates with prior experience of working with government agencies and projects will be preferred. Tamil language skills are essential.

This is a contractual position for an initial term of 11 months, renewable on mutual consent. This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Trichy, with travelling to other locations in Tamil Nadu.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@ihs.co.in if you need any clarifications while filling the online application form.



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