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Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

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Title: Terms of Reference (TOR) for Field Outreach Worker(Consultant)

Location : Kajj (1) ; Kalam(1); Dhenkanal (1) ; Jajpur(1)

Position: Field Outreach Worker (Consultant)- 4 nos.

Duration: Six Months

Background:

The Field Outreach Worker will be responsible for implementing and coordinating the 200K training program with self-help groups (SHGs) using a cascade model. Additionally, the individual will be involved in various field-related tasks, documentation, supervisory visits, and ensuring attendance sheet and payment voucher accuracy.

Responsibilities:

The Field Outreach Worker will undertake the following key tasks during the six-month duration:

Training Coordination:

- Arrange and coordinate the 200K training sessions with self-help groups.
- Implement the training program following the cascade model, ensuring effective knowledge transfer to the SHGs.
- Collaborate with relevant stakeholders to ensure smooth logistics, venue arrangements, and training materials availability.
- Monitor and evaluate the training sessions to ensure adherence to quality standards and address any emerging issues.

Field Arrangements:

- Conduct field visits to the designated locations where the training sessions will be conducted.
- Coordinate with local communities, SHGs, and relevant partners to ensure the availability of appropriate training venues.
- Organize transportation arrangements for trainers and participants as necessary.

- Ensure the availability of necessary equipment, training materials, and resources at the training sites.

Documentation:

- Maintain accurate and up-to-date records of training sessions, including attendance sheets, participant feedback, and other relevant documentation.
- Compile training reports and provide timely updates to the project coordinator or supervisor.
- Prepare training-related documentation, such as training manuals, handouts, and presentations, in collaboration with the project team.

Supervisory Visits:

- Conduct regular supervisory visits to the training locations to monitor the quality and effectiveness of the training program.
- Provide guidance and support to the SHGs and trainers, addressing any challenges or concerns that may arise during the training sessions.
- Offer constructive feedback to trainers and participants to enhance the overall training experience.

Attendance Sheet and Payment Voucher:

- Ensure accurate and timely completion of attendance sheets for all training sessions.
- Collaborate with the finance department or relevant personnel to verify attendance records and prepare payment vouchers for trainers and participants.
- Maintain proper documentation of payment vouchers and related financial records.

Qualifications and Skills:

- A 10+2 or equivalent qualification
- Previous experience in coordinating and facilitating training programs or community development projects is desirable.
- Strong organizational and coordination skills, with the ability to manage multiple tasks effectively.
- Excellent communication and interpersonal skills to engage with SHGs, trainers, and other stakeholders.
- Proficiency in record-keeping and documentation, with attention to detail.
- Knowledge of financial procedures related to payment vouchers and basic accounting principles.

Reporting:

- The Field Outreach Worker will report directly to the District Training Coordinator.
- Regular reporting and updates on the progress of tasks and challenges encountered should be provided.

Duration and Remuneration: The duration of this assignment is six months. The Field Outreach Worker will be compensated 12000 Per month + 3000 Travel allowances

Note: This TOR is subject to modification based on the evolving needs of the project and organization.