

## Specialist –Knowledge Management and MLE for City Wide Inclusive Sanitation

### 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 for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University 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](http://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 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 project based role, initially contracted for 11 months,** in the Practice Team at IIHS based out of Trichy. The MLE and knowledge management Specialist will support the Team Leader on this component in the CWIS. The person will be responsible for deliverables of this component. Deliverables in this component include:

- Project and Process documentation and creation of various knowledge products
- Strengthening / Creation of Knowledge Gateways and Mobilizing Communities of Practice (COPs)
- Implementation of the Monitoring, Learning and Evaluation (MLE) Framework for the sector and the program

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

### **Activities and Tasks**

Your responsibilities would include, but not be limited to, the following:

- Carry out all activities related to knowledge management and documentation;
- Create a range of outputs (reports, presentation, briefs) from ongoing programme work
- Conduct process documentation, and production of various research products
- Develop and disseminate knowledge products among stakeholders and the larger Communities of Practice
- Support all activities in the MLE component comprising MIS system, concurrent monitoring, performance assessment system and baseline and mid line studies;
- Carry out periodic and concurrent monitoring data collection and analysis, at the city levels for the program results and inter-mediate indicators;
- Interface and engage with TCC, clients, partners, communities, institutions, and other stakeholders for CWIS
- Support project management tasks as and when required including planning, budgeting, training, implementing, monitoring and supervising, evaluating and closing research and consulting projects;
- Work closely with the IIHS editing and communications team;
- Provide support to other IIHS activities including, academics, research, operations and other activities;
- Participate in all activities of Institution-building at IIHS; carrying out tasks as assigned by IIHS; and travel on IIHS work within or outside the country as needed.

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 the IIHS cannot be undertaken.

### **Structure and Reporting**

- The Specialist – KM and MLE will report to the Team Leader, CWIS. The CWIS Team Leader reports to the Senior Lead - Practice, IIHS.

### **Person Specification**

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

Preference will be given to candidates with experience with 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.

### **Location**

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

### **Review and Assessment**

The role and performance of the candidate shall be subject to normal review and assessment systems at IIHS.

### **Diversity Policy**

The 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.

### **Contact**

Please send an updated CV reflecting relevant experience, professional qualifications, language skills, and contact information along with a cover letter addressing suitability for the position and Work/ Writing Samples, through e-mail to:

The People Function  
IIHS Bangalore City Campus  
No. 197/36, 2nd Main  
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Email: [hr@iihs.co.in](mailto:hr@iihs.co.in) (Subject: CWIS – Specialist - MLE)