

**Terms of Reference
Programme Officer
Centre for Responsible Business**

ABOUT CRB

Centre for Responsible Business (CRB) was established in 2011 as a think-tank to pursue its vision, 'businesses integrate sustainability into their core business practices'. Given that sustainability is a multi-dimensional problem especially in the context of India and other emerging economies, CRB has adopted a model of engaging multiple stakeholders to develop action plans for promoting sustainable/responsible business, across various sectors in India. The work of CRB spans over four operational verticals namely, a) action and policy work; b) training and capacity building c) customized advisory services d) multi-stakeholder knowledge fora.

The organization works across a diverse set of thematic areas which include (i) business and human rights; (ii) Private Sector & SDGs; (iii) MSMEs & sustainability; (iv) Circular economy and (v) Voluntary sustainability standards. With an experience of having worked for over a decade in the abovementioned fields, CRB has developed expertise and insights that positions it well among leading think tanks on sustainable development/sustainable business. More information can be found at www.c4rb.org.

Job Title:	Programme Officer	Job Category:	Full Time
Department	Programmes	Location:	Kolkata or South 24 Parganas, West Bengal
Reporting:	Project Lead	Position Type:	(Contractual for 2 years)
Date Posted:	07 June 2024	Last Date of Application:	18 June 2024
Mode of Application	To apply please send your CVs and a letter explaining why you want to apply for the position to hr@c4rb.in		
External Posting URL:	LinkedIn and job portal		
Internal Posting URL:	Company website		

Project Overview:

CRB will partner with the Nature Environment & Wildlife Society (NEWS), based in Kolkata (West Bengal) for a project entitled, *'Building capacities for augmenting livelihood to sustain the mangrove stewardship of women in Indian Sunderbans to adapt to climate change'*. The theory of change for this initiative considers *climate change mitigation* as the overall goal of this initiative. This goal would be achieved through the long-term objective of coastal resilience through nature-based solutions (NbS), essentially mangrove conservation and restoration in the context of Sundarban. Achievement of this long-term objective rests on three outcomes:

- a) Bottom-up development of Mangrove Stewardship principles and criteria;
- b) Leadership and Good governance standards (for Badabon Harvest);
- c) Livelihood augmentation through capacity building of producer groups (including using SDGs-linkages).

Key Responsibilities:

The Programme Officer will report to the Project Lead based in CRB, New Delhi office, and be responsible for the following:

- d) Establish sound working relationship with the NEWS team
- e) Engage actively with the producer groups affiliated to Badabon Harvest; establish point(s) of contacts within the community; build trust and develop a deep understanding of the local context and realities
- f) Gather information (as per the need of the project under the guidance of the project lead) and identify opportunities for livelihood augmentation
- g) Undertake surveys; organise meetings and group discussions with the groups
- h) Identify and engage with all important stakeholders at the panchayat, block and district levels
- i) Engage with market actors (traders, buyers and financial institutions) at the State/regional level and develop sound working relation with them
- j) Appoint 2 field staff ideally located in close proximity of the field area, and manage them for the purpose of undertaking specific activities of the project
- k) Submit quarterly reports of activities – highlighting progress and underlining challenges and potential ways to address them (keeping in view the overall goal and objectives of the project)

Qualifications:

- l) Postgraduate or Master Degree in Agriculture Marketing; Rural Development; Natural Resources or MBA from a reputed educational institution
- m) Fluent Bengali speaking skills
- n) Sound English speaking and writing skills

Experience:

- a) 3-4 years of experience in community level projects especially working with farmers/farming communities
- b) It is desirable that the candidate has experience of leading a small team or being part of one (team work)

Remuneration: Upto 7.2 lac/ Annum

Organizational Skills: Excellent organizational and project management skills, with a proven ability to manage multiple tasks and deadlines efficiently.

Communication Skills: Exceptional written and verbal communication skills. Ability to prepare clear and concise reports, presentations.

Interpersonal Skills: Strong interpersonal skills with the ability to engage effectively with a wide range of stakeholders.

Annexure 1

Deliverables

CRB would act as a 'knowledge partner' to NEWS and undertake activities as per the timeline presented in the GANTT Chart .



GANTTChart.xlsx

