**Program Coordinator- Agri Capacity Building Program at Friends of Women’s World Banking, India**

**About the Position:**He/she will drive FWWB’s Capacity Building Program in the state of Assam and provide necessary programmatic and technical support towards the achievement of project objectives. He/she will have overall responsibility for strategize and implement FWWB’s Agri-Capacity Building activities with Partner organisations and beneficiaries in the state of Assam by working closelywith the program officers and FWWB team, as well as provide them technical guidance and support to achieve the overall project objectives.

**Education Qualification:**Post graduate (Agri/Rural Development/Finance/Social Work).

**Experience:**Min. 5 years, with exposure to leading assignments related to rural development, agriculture, microfinance and agri-credit.

**Location: *Guwahati, Assam.***

**Roles and responsibilities** (which are indicative but not exhaustive) of the incumbent are indicated below. The roles and responsibilities may change depending on the priority areas of the organisation.

* Strategize and implement FWWB’s Agri-Capacity Building Activities with Partner organisations and beneficiaries in the state of Assam.
* Take lead in undertaking customization of the Capacity Building program as per project objectives and needs of the beneficiaries
* Support program officers in conducting Baseline assessments and rapport building exercises with FPOs.
* Undertake Need Assessment and Scoping Study of FPOs, identify their current activities, gaps in their operations and opportunities for scaling up
* Evaluate the overall capacity building requirements of FPOs and prepare implementation plan.
* Develop customized training programs and Business Plans for each FPO.
* Develop capacity building modules, tools for ensuring quality capacity building for demonstration & replication.
* Deliver trainings and conduct seminars and workshops to build capacities of Program Officers and FPOs on regular basis.
* Conduct regular meetings with Partner Organisations, Program Officers, FPO CEO and Board members to ensure effective implementation.
* Study the existing market linkages of FPO, evaluate potential linkages and scope for value addition of the agricultural produce. Hand hold FPOs to become market ready and meet quality criteria of institutional buyers and lenders
* Liaise with potential market players and large institutional buyers like major e-commerce, modern retail stores, e-NAM etc. and provide facilitation support for building value chains and linkages for FPOs
* Coordinate with FWWB Agri-Finance team to evaluate credit needs for FPOs wherever required and ensure financial linkages wherever possible.
* Facilitate use of tools i.e. social research, monitoring, evaluation and framework to assess the quality of Capacity building & identify appropriate follow-up actions.
* Develop and maintain process documents, training feedbacks, evaluation methods and similar training related documents and tools of assessment.
* Prepare and ensure the timely submission of Monthly Progress Reports with the Reporting Manager and as and when instructed.
* Regularly communicate and co-ordinate with partners and other stakeholders
* Update the progress to FWWB HQ / Board at specified intervals

**Salary Range:**Commensurate with industry standard