

All applications to be submitted (only) to: dev.kumar@inductusgroup.com

Mr Dev Kumar
Project Support Specialist
Inductus Limited

Employing Agency (Employer): Inductus Limited

Position: Partnership Manager – CI Project

Duration: Fixed term project employment till 31 December 2025; initial probation of 3 months.

Remuneration: Gross compensation budgeted for the position is aligned to the market practice. Please note that the offer made to the selected candidate shall be commensurate with qualifications, skill and experience.

No. of Vacancy: 1 (ONE)

Duty Station: Kolkata

Reporting Line:

1. Administrative Supervision - Inductus Limited
2. Technical Supervision - Director India Operations (CI Project)

Last Date for Application: 4th March 2025 (Mid-Night)

TERMS OF REFERENCE (TOR)

PROJECT AND ROLE DETAILS

The primary responsibility of the **Partnership Manager** is to support the Director India Operations in effectively integrating the donor CI's "Child Path" Change Model through locally funded partners in India.

This role involves building and nurturing these local partnerships. Additionally, the Partnership Manager will oversee and monitor the performance of local partners to ensure they achieve results through operational excellence, collaboration, and adherence to CI's policies, including child safeguarding. The role also requires maintaining and leveraging stakeholder relations,

enabling effective communication workflows, and promoting accountability and continuous improvement.

The ideal candidate should be a passionate advocate for children, possess operational expertise, skill in partnership management, and have a deep understanding of community development. If this excites you, you might be the person we're looking for.

KEY RESPONSIBILITIES:

- Champions and ensures that local partner's CI (donor) project **strategies and plans**, are aligned and executed in line with the CI's performance expectations and 100% achievement of agreed program indicators.
- Collaborates with Director India Operations and provides, guidance to local partners in their CI project **planning and budgeting** process, specifically related to relevant Child Path model program capabilities as per CI framework and ensures reporting and accountability for its results.
- Contributes to curriculum reviews and adaptations, oversees the effective administration of **monitoring tools and information systems** in the field for each partner.
- **Undertakes periodic monitoring and review visit** with Partner's field team to **track progress** and adherence to established process, standards, and procedures, analyze budget utilization, program impact and outcome indicators.
- Monitor and ensure consistency, reliability, timeliness, and quality of all gathered information (database of partners/participants etc.) to **ensure data integrity**.
- Ensures timely and accurate **documentation and reporting** of the work on ground to the Director of India Operations, including high quality impact reports, monthly/quarterly/annual progress and update reports, critical assessments, reflections, recommendations and strategies for improvements.
- Supports in development of and capacity building interventions and **enables effective and timely capacity building** of Partner's team members.
- Collaborates with the Director of India Operations to **identify, evaluate, and mitigate the risks**.
- Encourages **continuous improvement** initiatives and **supports partners to adapt to change** within a complex, ever-changing work environment.
- Ensuring constant learning accompanies partner's program activities throughout the program cycle also collaborates with other stakeholders to **share best practices, learnings**.
- **Collaborates with other colleagues**, to provide one-off or ongoing support as needed.
- Enables **seamless information flow**, breaks down silos, and stimulates **effective collaboration** across stakeholders.
- Supports the Director of India Operations to advance local partnerships and presence in the region.
- Collaborates with the Director of India Operations to **plan and execute** partnership tools, frameworks, and guidelines to maintain strong, functional relationships with partner organizations.
- Review and ensure partners **adherence to Child Safeguarding Policy and Protocol** and Code of Conduct.

KRAS:

- 100% partners are visited in each quarter at least.
- Design and update partner database.
- 100% reviews and adaptations of assigned curriculum within the specified timeline.
- 100% execution of partnership tools as guided by the donor.

- Identify and maintain potential partners list on an ongoing basis. At least three potential partners identified in each location.
- Develop capacity building plan for the partners.
- 100% of the reports submitted on timely basis.
- 100% of CI partner project team oriented on CI's child safeguarding policies.
- Conduct periodic reviews of child safeguarding practices, ensuring adherence to the Child Safeguarding (CS) policy and maintaining an up-to-date CS register at the project level.

ORGANIZATIONAL POLICIES

- Strictly observe confidentiality and strong ethics regarding all beneficiary information/financial and other organizational data.
- Comply with and ensure adherence to the both Inductus and CI's organization's policies, safety and security protocols, child safeguarding norms and guidelines by self - and all stakeholders both internal and external.
- Promote diversity and inclusion, value other cultures, and demonstrate respect while relating with all organizational constituents irrespective of their race, color, faiths, gender, sexual orientation, age, caste, disabilities, experiences, beliefs, and ethnicity.

TRAVEL REQUIREMENT

This role is field based and the incumbent has to be comfortable and willing to travel locally within India to different field sites often. There may also be requirement to travel internationally from time to time.

OVERALL DECISION MAKING & SUPERVISION

- This position requires "high degree of initiative to resolve issues."
- This position is "monitored on results and feedback from collaborators."

EDUCATION, EXPERIENCE AND KEY SKILLS

- A Master's degree(advanced degree preferred) in with a minimum of 5 years of relevant partnership management and program implementation experience ideally targeting child and youth development interventions.
- Knowledge and experience in development related program/project management, budget management, monitoring & evaluation activities. Also a proven track record of managing multisectoral programs through partners and budgets.
- Excellent networking and relationship building skills, proven experience in tactfully building, leveraging and managing partnerships across different stakeholders.
- Proven interpersonal skills including conflict management with the ability to inspire, influence, empower diverse teams, driving high performance while demonstrating respectful treatment of others and comfortable working across cultures and diverse environments.
- Strong analytical skills, with the ability to gather and systematically synthesize complex or diverse information, identify trends, and suggest improvements, innovations.
- Tech Savy with good computer skills and experience in different learning and communication platforms and MS Office application.
- Learning mentality characterized by listening, humility, and openness/courage to change.
- Fluency in English and one other local language (Hindi or Bangla) with strong verbal and written communication and presentation skills.

For any further clarification please feel free to contact

Mr Dev Dev Kumar (Project Support Specialist)

Inductus Limited

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