



Terms of Reference

Program Co-ordinator

Job Location: [Bangalore, India](#)

Reporting: [Manager – Technology and Entrepreneurship](#)

Background

Sight and Life is recognized as a thought leader in public health nutrition science and innovation. We have 30 years' experience in advancing the science of micronutrients, advocacy for improved nutrition, incubating innovation, and convening the best minds in the field of micronutrients and nutrition. We co-create innovations and empower individuals and organizations to deliver smart solutions

- By focusing on implementation science and leadership development;
- By providing technical capacity, strategic advisory services and thought leadership;
- By building synergies with other organizations to take innovations to scale

We have a rich experience in many low and middle-income countries covering all elements of the nutrition value chain supported by our global network in businesses, governments, NGOs, United Nations agencies and academia.

The Eggciting Project:

Despite the excellent benefits of eggs, its availability and consumption, especially in sub-Saharan Africa and Asia is quite low. Moreover, consumption is also lower among groups which are most in need of nutrition: women and young children. This presents an incredible opportunity to increase the availability and consumption of a highly nutritious food source by developing innovative, business models. *Sight and Life* seeks to hire a full-time program co-ordinator who will support the scoping and business plan development for egg production improvement in sub-Saharan Africa and South Asia.

Duties

- Be the single point of contact for all data repository and develop metrics to analyse pertinent information and share insights with the team.
- Deep-dive into macro and micro industry trends to identify root causes, challenges and solutions
- Design, develop and prepare quantitative and qualitative data collection tools, interview tool-kits, focus group discussion guides



- Co-ordinate data collection and analyse information
- Assist in dissemination of information through creating dashboards, reports and PPTs
- Conduct interviews, focus group discussions and collect data on the field as and when required
- Regular collaboration with various team members to ensure that timelines are adhered to and there is a smooth communication between field and office teams

Qualifications

- Undergraduate/Master's degree in operations research/ agricultural economics/ agri-business management/ agriculture engineering/ supply chain management
- 2-3 years experience in conducting scoping studies, and designing and implementing successful business models

Skills

- Excellent research, analytical and writing skills; Proficiency in MS Office and data analysis software (STATA or similar)
- Good analytical and communication skills; can dig meaningful insights from data and communicate them convincingly
- Experience in qualitative and quantitative data collection (surveys, interviews, focus group discussions) and analytical skills
- Skilled in program co-ordination; The role requires the ability to work in multi-cultural, cross country environments across time zones
- Experience in designing and implementing interventions related to strengthening value chains and business models is highly valued.

Salary and benefits: [Commensurate with experience and skills](#)

Start date: [As soon as possible](#)

This is a [six-month consultancy position](#) that is open for extension depending on the outcomes of the pilot and performance of the successful candidate.

How to Apply?

Please send your CV not more than 2 pages and cover letter along with an original writing sample /PPT displaying your analytical skills to hr.sightandlife@gmail.com. Please be sure to mention your expected salary range (in the subject line: Application for Program Co-ordinator - <<YOUR NAME>>)