



Title: Program Coordinator - Parivartan Project

Experience: Minimum 2 years of relevant work experience

Location: Assam

Reporting to: State Lead _Assam

Compensation: INR 30,000 per month

About Sunbird Trust

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected and remote parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 3,00,000 people in its project areas
- Sponsors the education of over 9000 children in 100 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 13 schools and 21 hostels
- Team of 45 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGive Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual “Stories of Change” competition
- In September 2024, renewed the GREAT PLACE TO WORK accreditation



About the Program

Program Name: Parivartan Project

Program Duration: 12 months

Project Overview

The **Holistic and Integrated Development of a Cluster of 12 Villages in Udalguri District, Assam, and Chandel District, Manipur** is a transformative initiative aimed at improving the quality of life and educational opportunities in remote and conflict-affected regions of Northeast India. This multi-faceted project focuses on addressing critical gaps in school infrastructure and community development to foster sustainable growth and well-being.

As part of the **School Infrastructure Transformation Program**, the project emphasizes upgrading government school facilities to align with the standards of private schools. This includes improving safety, functional classrooms, proper furniture, and enhanced sanitation. By tackling severe deficiencies such as inadequate flooring, poor roofing, lack of benches and desks, and insufficient hygiene facilities, the program seeks to create a comfortable and conducive learning environment that directly impacts student outcomes positively.

On the community front, the project involves installing **solar streetlights** across 12 villages to improve safety, enhance community interactions, and provide reliable, eco-friendly alternatives to kerosene lamps. Additionally, **solar ball lamps** will be distributed to 3,895 households, offering a sustainable and safe lighting solution. This initiative aims to improve living conditions, reduce health risks from kerosene use, and enable economic activities during evening hours.

Through these integrated efforts, the project seeks to uplift the educational and socio-economic landscape of Udalguri and Chandel, contributing to the overall development of these underserved communities.



Proposed Projects

1. Infrastructure development at government schools in Manipur and Assam.
2. Solar streetlight installation in villages of Manipur and Assam.
3. Solar ball lamp distribution in households of the targeted villages.

Project Goals

1. Upgrade school infrastructure in 12 government schools across Chandel (Manipur) and Udalguri (Assam).
2. Install solar streetlights in 6 villages each in Chandel and Udalguri.
3. Distribute solar ball lamps to 3,895 households in these villages.

Role Overview

Sunbird Trust is looking for an experienced **Program Coordinator** to lead the implementation of Project Parivartan. The Program Coordinator will play a critical role in planning, executing, and monitoring the project while engaging with local stakeholders and ensuring timely delivery of the project goals.

Key Responsibilities

Project Design and Planning

- Develop detailed implementation plans for school infrastructure upgrades and solar energy initiatives.
- Collaborate with government bodies and local stakeholders to align project activities with community needs.
- Coordinate the procurement process for materials and services required for the project.

Project Implementation

- Oversee on-ground activities, including school infrastructure upgradation , solar streetlight installations, and lamp distributions.
- Monitor the quality and progress of construction and installations, ensuring adherence to timelines.
- Engage with local communities to promote project participation and ownership.

Monitoring and Evaluation

- Create tracking systems to monitor project performance and ensure objectives are met.
- Conduct field visits to assess progress and gather feedback from beneficiaries.
- Prepare periodic reports on project activities, outcomes, and challenges for stakeholders.

Stakeholder Engagement

- Serve as the primary point of contact for local leaders, government officials, and community members.
- Build strong relationships with vendors, contractors, and on-ground teams to ensure seamless project delivery.

Documentation and Reporting

- Maintain detailed records of project activities, budgets, and outcomes.
- Provide timely updates and reports to donors, Sunbird Trust leadership, and other stakeholders.

Qualifications

- Bachelor's degree in a relevant field (education, social work, development studies, or similar).
- Minimum 2 years of experience in project coordination, preferably in the social sector or community development projects.



Skills and Attributes

- Project management and organizational skills.
- Excellent communication and interpersonal abilities.
- Proficiency in MS Office and Excel.
- Ability to work independently in challenging and remote environments.
- Familiarity with solar energy or educational projects is a plus.
- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Proactive and self-motivated

Application Process

1. Preliminary screening of profile
2. Personal Interview(s)
3. Reference checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>