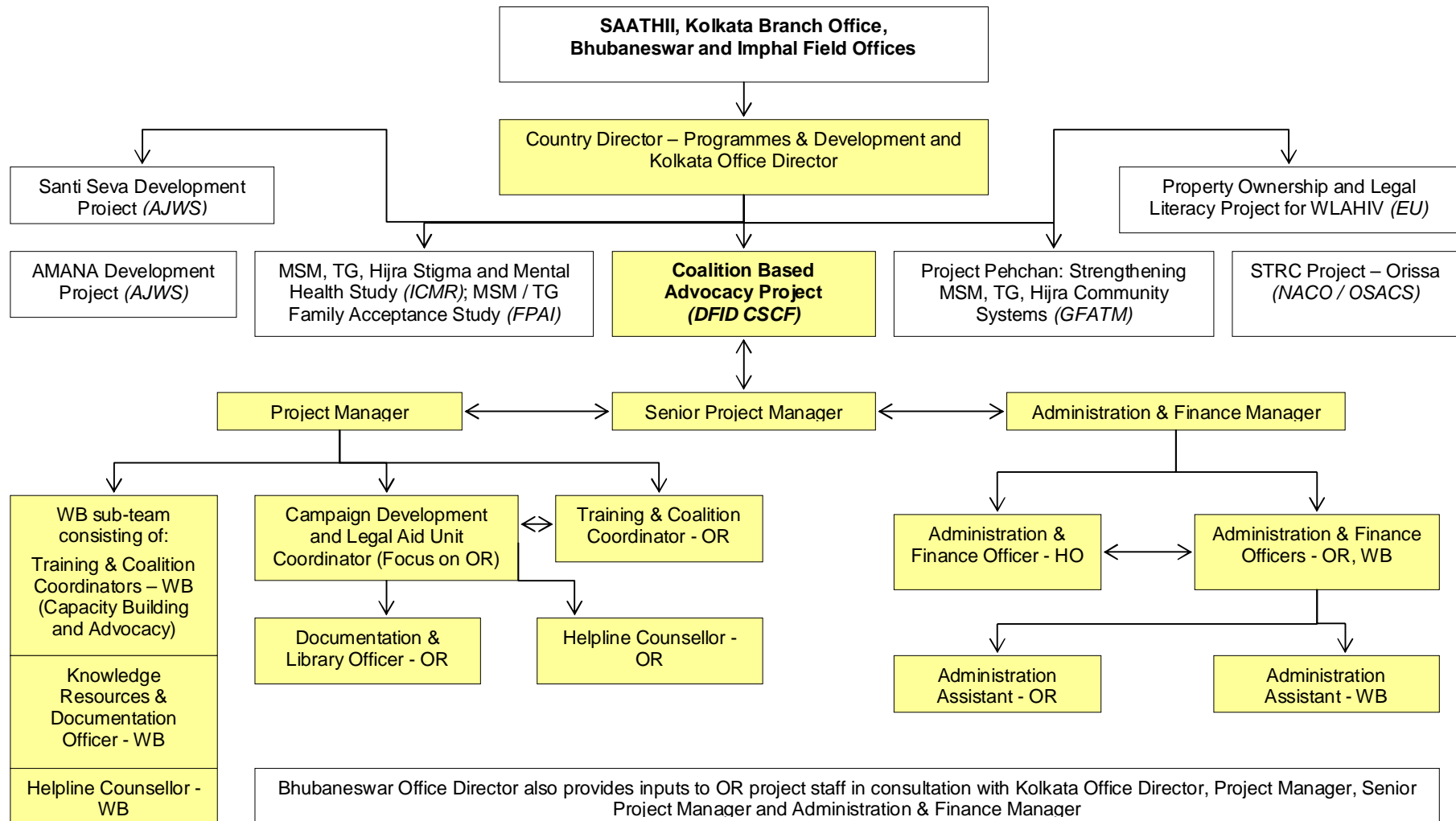


Building the Capacity of People Living with HIV and Sexual Minorities in Orissa and West Bengal to Advance their Health and Rights

A SAATHII project in partnership with Interact Worldwide, London and funded by the Department for International Development – Civil Society Challenge Fund, Glasgow

PROJECT STAFF ORGANOGRAM (SEPTEMBER 2011) WITHIN OVERVIEW OF KEY SAATHII, KOLKATA OFFICE PROJECTS



PROJECT STAFF ROLES AND RESPONSIBILITIES

1. Country Director – Programmes & Development and Kolkata Office Director

Name: Pawan Dhall (based in Kolkata)

Overall responsibilities: (a) Planning, mentoring, ensuring implementation, monitoring and evaluating administrative, financial, programmatic, in-house capacity building (human resources development) and fundraising activities in relation to the overall vision and mission of SAATHII; (b) Leading Local Management Committee in the Kolkata Office; (c) Participating in the Overall Management Committee, contributing to overall strategic, policy and human resources development of SAATHII, and reporting to the Board of Trustees through the Head Office in Chennai.

Project-specific responsibilities: Along with Bhubaneswar Office Director: (a) Guiding the Project Managers and Administration & Finance Manager and through them other project staff in project programmatic, administrative and financial planning, implementation, monitoring, evaluation, documentation and reporting; (b) Guiding Project Managers and Administration & Finance Manager in project staff capacity building; (d) Undertaking direct oversight of the electronic resource centre and legal aid units of the project in coordination with the respective project staff and consultants; (e) Coordination with other key Kolkata and Bhubaneswar Office projects to optimize synergies and avoid duplication.

Time commitment to the project and commensurate salary earning: 35% approximately

2. Bhubaneswar Office Director

Name: Dr. Mitali Mohanty (based in Bhubaneswar)

Overall responsibilities: (a) Planning, mentoring, ensuring implementation, monitoring and evaluating administrative, financial, programmatic, in-house capacity building (human resources development) and fundraising activities in relation to the overall vision and mission of SAATHII; (b) Leading Local Management Committee in the Bhubaneswar Office; (c) Contributing to overall strategic, policy and human resources development of SAATHII, and reporting to the Country Director – Programmes & Development and Kolkata Office Director and, as needed, to other members of the Overall Management Committee.

Project-specific responsibilities: (a) Providing overall guidance to the project staff in Orissa (especially state-specific inputs) in consultation with Country Director – Programmes & Development and Kolkata Office Director, Project Manager, Senior Project Manager and Administration & Finance Manager; (b) Coordination with other projects implemented from the Bhubaneswar Office to optimize synergies and avoid duplication.

Time commitment to the project and commensurate salary earning: 10%, but her salary is paid from SAATHII's other sources of funds

3. Senior Project Manager

Name: Anupam Hazra (based in Kolkata)

Responsibilities: (a) Assisting the Kolkata and Bhubaneswar Office Directors in guiding the Project Manager and Administration & Finance Manager in project planning, implementation and reporting (financial and non-financial), and reporting to Country Director – Programmes & Development and Kolkata Office Director and, as needed, to Bhubaneswar Office Director; (b) Coordination with his primary responsibility, Project Pehchan – Strengthening MSM, TG and Hijra Community Systems, to optimize synergies and avoid duplication.

Time commitment to the project and commensurate salary earning: 10% approximately

4. Project Manager

Name: Subhadip Roy (based in Kolkata)

Responsibilities: (a) Along with the Administration & Finance Manager, leading the full project team (including administrative and financial staff) in planning programmatic, administrative, financial and project staff capacity building activities; (b) Mentoring and coordinating functioning of the project team; (c) Ensuring project systems and implementation of activities (financial and non-financial) are on track; (d) Project monitoring and evaluation (including budget control); (e) Key documentation and project reporting (financial and non-financial); (f) Facilitating the participation of all project staff in one or more key advocacy agendas of the coalitions formed under the project; (g) Participating and representing the project in the Local Management Committee of the Kolkata Office, and in interface with the Overall Management Committee of SAATHII; (h) Reporting to the Country Director – Programmes & Development and Kolkata Office Director and, as needed, to Senior Project Manager and Bhubaneswar Office Director.

Time commitment to the project and commensurate salary earning: 100%

5. Training & Coalition Coordinator – Orissa; Training & Coalition Coordinators – West Bengal (Capacity Building and Advocacy)

Names: Biswa Bhusan Pattanayak (based in Bhubaneswar); Moyazzam Hossain and Kunal Chowdhury, respectively (based in Kolkata)

Responsibilities: (a) Identifying existing and potential leaders from among sexual minority, PLHIV and other vulnerable communities in the two states through outreach and networking; (b) Developing their leadership and community mobilization skills towards formation and strengthening of safe spaces and civil society organizations; (c) Enlisting the support and involvement of these leaders and their organizations in establishing broad based coalitions on SRH and HIV (including specific sub-committees within the coalitions); (d) Facilitating the functioning of the coalitions: Beginning with identification of advocacy agendas and relevant stakeholders, leading to development of advocacy strategies, coordination of associated documentation (evidence base generation) and training activities, and facilitation of periodic coalition planning meetings, advocacy activities and review meetings.

Additionally: (e) Assisting those member organizations of the coalitions that are resource poor or are yet to be fully established with small grants and fund raising training – to enable their stronger participation in the coalitions; (f) Participating in Local Management Committees of the Kolkata and Bhubaneswar Offices.

(g) Training & Coalition Coordinators must also participate in the overall planning, monitoring, evaluation, documentation and reporting processes of the project, with emphasis on their own specific responsibilities, and must coordinate with and guide other project staff. They need to report to the Project Manager – in Orissa along with the Campaign Development and Legal Aid Unit Coordinator, in West Bengal along with the Knowledge Resources & Documentation Officer and Helpline Counsellor.

Time commitment to the project and commensurate salary earning: 100% each

6. Campaign Development and Legal Aid Unit Coordinator (Focus on Orissa)

Name: Beauty Sharma (based in Bhubaneswar)

Responsibilities: (a) Participating in the functioning of the Orissa coalition, with emphasis on facilitating advocacy agenda development and associated stakeholder analysis and policy research; (b) Developing advocacy strategies, messages and communication material, and facilitating campaigns and non-campaign activities in line with the advocacy agendas of the Orissa coalition; (c) Ensuring that documentation

(evidence base generation) needed to support advocacy activities takes place by coordinating with the project staff and consultants involved in stakeholder and policy analysis, preparation of human rights audit reports, and the functioning of the reference and mobile library, electronic resource centre, helpline and legal aid unit services of the project in Orissa; (d) Assisting the Training & Coalition Coordinator – Orissa in coalition planning, advocacy, review and training activities; (e) Coordinating the functioning of the legal aid unit of the project in Orissa; (f) Campaign Development and Legal Aid Unit Coordinator must also participate in the overall planning, monitoring, evaluation, documentation and reporting processes of the project, with emphasis on her own specific responsibilities, and must coordinate with and guide other project staff. She needs to report to the Project Manager along with the Training & Coalition Coordinator – Orissa ; (f) Participating in the Local Management Committee of the Bhubaneswar Office.

Time commitment to the project and commensurate salary earning: 100%

7. Documentation & Library Officer – Orissa and Knowledge Resources & Documentation Officer – West Bengal

Names: Chandan Nayak and Sarika Kar, respectively (based in Bhubaneswar and Kolkata, respectively)

Responsibilities: (a) Functioning of information resource centres (reference and mobile libraries) to support the advocacy activities of the coalitions and facilitate direct interface with project beneficiaries (awareness generation); (b) Documentation of project activities, mainly coalition meetings, advocacy activities, training activities and library services; (c) Documentation and analysis for evidence base generation (primarily recording of human rights violations and inputs received from project beneficiaries during mobile library outings) to support the advocacy agendas of the coalitions; (d) Assisting the Training & Coalition Coordinators in both project states and the Campaign Development and Legal Aid Unit Coordinator in Orissa in coalition building, functioning, advocacy and training activities; (e) Coordinating with other project staff in planning, implementation and reporting activities. Documentation & Library Officer – Orissa needs to report to the Campaign Development and Legal Aid Unit Coordinator along with the Helpline Counsellor – Orissa, and Knowledge Resources & Documentation Officer – West Bengal needs to report to the Project Manager along with Training & Coalition Coordinators – West Bengal and Helpline Counsellor – West Bengal; (f) Participating in Local Management Committees of the Kolkata and Bhubaneswar Offices.

Time commitment to the project and commensurate salary earning: 100% each

8. Helpline Counsellors – Orissa and West Bengal

Names: Dambarudhar Sunani and Sudha Jha, respectively (based in Bhubaneswar and Kolkata, respectively)

Responsibilities: (a) Functioning of the helpline services (phone and e-mail based) to support the advocacy activities of the coalitions and facilitate direct interface with project beneficiaries (awareness generation and access to health and associated services through referrals); (b) Documentation and analysis for evidence base generation (primarily recording of data generated through the helpline services) to support the advocacy agendas of the coalitions; (c) Assisting the Training & Coalition Coordinators in both project states and the Campaign Development and Legal Aid Unit Coordinator in Orissa in coalition building, functioning, advocacy and training activities; (d) Coordinating with other project staff in planning, implementation and reporting activities. Helpline Counsellor – Orissa needs to report to the Campaign Development and Legal Aid Unit Coordinator along with Documentation and Library Officer – Orissa, and Helpline Counsellor – West Bengal needs to report to the Project Manager along with Training & Coalition Coordinators – West Bengal and Knowledge Resources & Documentation Officer – West Bengal; (e) Participating in Local Management Committees of the Kolkata and Bhubaneswar Offices.

Time commitment to the project and commensurate salary earning: 100% each

9. Administration & Finance Manager

Name: Santanu Pyne (based in Kolkata)

Responsibilities: (a) Coordinating with the Country Director – Programmes & Development and Kolkata Office Director and Project Managers in administrative and financial planning, implementation and reporting of the project; (b) Along with the Project Manager, overseeing and ensuring timely completion of project administrative and financial activities, including budgeting and quarterly and annual financial reporting; also participating in specific programmatic and project staff capacity building activities; (c) Guiding administrative and financial support staff in accounting and logistics activities; (d) Interfacing on project administrative, legal and financial aspects with the SAATHII Head Office in Chennai (for reporting to the auditors, income tax and other government departments); (e) Participating in the Local Management Committee of the Kolkata Office; (f) Reporting to the Country Director – Programmes & Development and Kolkata Office Director and, as needed, to the Bhubaneswar Office Director.

Time commitment to the project and commensurate salary earning: 40% approximately

10. Administration & Finance Officers – Kolkata, Bhubaneswar and Head Offices

Names: Bhaswati Ganguly, Sarada Prasan Mishra and D. Nirmala, respectively (based in Kolkata, Bhubaneswar and Chennai, respectively)

Responsibilities: (a) Administration & Finance Officers in the Kolkata and Bhubaneswar Offices assist the Administration & Finance Manager and Project Manager in key project financial activities (budgeting, requisitions, accounting and reporting) and administrative documentation; both participate in the Local Management Committees of the Kolkata and Bhubaneswar Offices; (b) Administration & Finance Officer in the Head Office assists the Administration & Finance Manager in project related banking (including funds transfers and salary payments to project staff) and other administrative activities in Chennai. She also integrates the project accounts into the overall accounts of SAATHII (in coordination with other administrative and financial staff in the Head Office).

Time commitment to the project and commensurate salary earning: Administration & Finance Officer – Kolkata: 90% approximately; Administration & Finance Officer – Bhubaneswar: 30%; Administration & Finance Officer – Chennai: 50%

11. Administration Assistants – Kolkata and Bhubaneswar Offices

Names: Bappa Panja and Srikanta Dalabehera, respectively (based in Kolkata and Bhubaneswar, respectively)

Responsibilities: Both Administration Assistants provide support and back-up to senior administrative and financial staff and other project staff in both offices in logistics, accounting and office maintenance.

Time commitment to the project and commensurate salary earning: 50% each, but their salaries are paid from SAATHII's other sources of funds

12. Key Consultants: (a) Dr. Venkatesan Chakrapani, Policy Research Consultant; (b) Sameera Shamim, Grant Writing Consultant; (b) Sebati Soren (Bhubaneswar) and Tarit Chakraborty (Kolkata), Legal Aid Unit Consultants

13. Key Volunteers / Resource Persons: Anis Ray Chaudhuri, Arunabha Hazra, Dr. Tirthankar Guha Thakurta, Saikat Das, Saumitra Poddar, Vahista Dastoor (all Kolkata Office); Vaibhav Saria (Bhubaneswar Office) – for documentation, translation, research, advocacy, communication material development, training, partner agency development and event organizing activities

Note: Staff members Moyazzam Hossain, Kunal Chowdhury and Dambarudhar Sunani, and consultant Tarit Chakraborty have been appointed from among the member agencies of the two coalitions. Their appointments have been made with the purpose of not just project implementation but also knowledge, skills and overall capacity transfer to individuals and agencies that are expected to lead and sustain the two coalitions after the end of the Coalition Based Advocacy Project in June 2013.