



Skill and Livelihood Programme Associate – For Goat-Based Livelihoods Programme & Rural Enterprise Development

About SEWA Bharat

Self-Employed Women's Association (SEWA) is a movement to empower women working in the informal economy. SEWA Bharat, established in 1984, is a national federation of SEWA organizations of women working in the informal economy. SEWA Bharat comprises a family of SEWA organizations to further informal women workers' rights, livelihoods, financial independence, education, health, and social security.

In Munger, Bihar, SEWA Bharat has been working across four blocks and over 425 villages to strengthen goat-based livelihoods and promote women-led enterprises.

Scope of Work

The associate will take on the role of a Project Manager/Coordinator and will lead and manage the implementation of goat-based livelihood initiatives and related women-led enterprises in rural Bihar. This role involves planning, execution, monitoring, and expansion of interventions that improve income, resilience, and capacity of women farmers/goat rearers. The role also requires contributing to new SEWA initiatives in the region from time to time. Team management is a crucial component of the role; the associate will directly manage a team of Community Livestock Managers (who collectively handle more than 425 Pashu Sakhis), enterprise in-charges, and project officer(s).

Tasks and Deliverables

1. Livelihoods Programme Management

- Design and implement goat-based livelihood activities as per the allocated budgets, including goat distribution, vaccination and health camps, fodder cultivation, shed construction, and nutrition-based feeding interventions. This also includes overseeing layering of Digital Financial Literacy skills and awareness raising activities in these projects.
- Plan, design and deliver training modules such as Bakri Palak Pathshala (BPP), refresher trainings, and Digital Financial Literacy Trainings (DFLT) by working with relevant stakeholders.

- Monitor outreach and effectiveness of field-based activities across approximately 425 villages and ensure coverage across four blocks of Munger District.
- Build capacities of frontline women service providers (Pashu Sakhis) to deliver quality livestock services, manage records, and earn sustained income through performance-linked models.
- Counter any bottlenecks incurred in the project duration promptly while working across teams and communicate pathways to efficient and effective programme implementation.
- Development of annual and quarterly budgets in close coordination with program teams and finance staff. Ensure that budget projections are strategically aligned with project timelines, activity plans, and desired outcomes. Prepare and maintain monthly **Outlook vs. Achievement** spreadsheets to monitor financial performance. In the event of resource savings within the allocated budget, facilitate discussions with donor organizations and internal teams to identify potential re-allocation opportunities, followed by the preparation of a detailed **Budget Deallocation followed by Reallocation Plan**.
- **Expenditure Monitoring:** Track actual expenses against approved budgets using standardized tools. Flag under/overspending and recommend timely reallocation or course correction measures.
- **Cost Control & Optimization:** Identify opportunities to reduce costs without compromising quality or output.
- **Documentation:** Monitor maintenance of accurate records of Beneficiaries, Pashu Sakhi MIS, income trackers, Stock Books, Material Distribution sheets, verification of invoices of purchase, submitting proper requisition forms etc.

2. Enterprise Development

- Oversee and support rural micro-enterprises emerging from the goat-based value chain, including but not limited to:
 - Goat milk-based soap production.
 - Goat Feed Mix production and sale
 - Composted goat manure production and sale
- Support enterprise planning, quality assurance, costing, packaging, and marketing—both for rural and urban customer segments.
- Facilitate sales channel development including rural distribution networks, exhibitions, WhatsApp groups for buyer-seller matching, and institutional linkages.

3. Partnerships & Stakeholder Management

- Coordinate with funding partners for project planning, reporting, and documentation.
- Engage with local government departments and like minded institutions, especially Animal Husbandry, to align with schemes, secure certifications, and build convergence.
- Build and maintain strong communication with community leaders, women collectives, and SHGs.

4. Digital Systems and MIS

- Strengthen program monitoring through digital tools such as KoboToolbox, Microsoft Excel, Google Sheets and dynamic monitoring dashboards.
- Oversee field data collection, cleaning, and analysis for internal reviews and external reporting.
- Support digital skilling of rural women and local staff for improved adoption of reporting systems.

5. Cross-cutting Initiatives

- Contribute to knowledge-building through documentation, case studies, and learning reports of the programme and be part of other SEWA initiatives from time to time..
 - Participate in curriculum development and pilot programs such as discussions on gender, youth engagement, or financial literacy tailored for rural contexts.
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Reporting

- Maintain monthly/quarterly/annual reports, case studies and other relevant documentation in the context of the programme work.
 - Updates, analyses, and learnings will be shared with the other team members, StateCoordinator, and other stakeholders as and when required.
 - This role shall report to the State Coordinator, Bihar.
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Key Skills and Qualifications

- Master's degree in Rural Development, Agribusiness, Social Work, Livelihoods, or related fields preferred.
 - 2 or more years of experience in managing rural development programs, preferably in livestock/agriculture-based or women-centric livelihoods.
 - Strong understanding of rural enterprise development and women's collective entrepreneurship.
 - Proven experience in planning, implementation, and monitoring of field-based programs.
 - Proficiency in Microsoft Excel, Google Workspace, and mobile-based data tools (Kobo, ODK, etc.).
 - Good communication skills in Hindi; working proficiency in English preferred.
 - Demonstrated ability to lead field teams and engage with diverse stakeholders.
 - Willingness to travel extensively across rural areas and nearby districts as part of programme expansion or related exposure activities.
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Preferred Attributes

- Experience working with women's collectives, SHGs, or cooperatives.
 - Familiarity with rural marketing, pricing strategies, and cost-recovery models.
 - Commitment to grassroots empowerment and participatory development values.
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Location:

Munger, Bihar

Salary:

Commensurate with experience and qualifications.

Reporting to:

State Coordinator, Bihar

Application Process:

- Interested applicants with the required attributes are requested to send, in English, a detailed CV and a cover letter by email to jobs@sewabharat.org with the Subject: "Application for Role of Skill and Livelihood program associate"
- The last date for receiving applications is 5th July, 2025.
- Due to the volume of applications received, only shortlisted candidates will be contacted.