

## **Applications invited for the post of SGP Regional Coordinator-Northeast Region**

**Position Name:** Regional Coordinator- North-East Region/Business Development Specialist  
**Project :** Seventh Operational Phase of Small Grants Programme in India  
**Reports To :** National Coordinator

### **WORK CONTEXT / BACKGROUND**

**The Seventh Operational Phase (OP7) of the GEF Small Grants Programme in India (<https://sgp-india.org/>)** aims to enable communities and organizations in some of the most vulnerable and least developed areas of India to undertake collective action through a participatory landscape planning and management approach aimed at enhancing socio-ecological resilience through innovative livelihood options producing local and global environmental benefits. SGP is a global grant-making project that supports CBOs, NGOs, and CSOs working specifically in the areas of climate change mitigation, land degradation, and biodiversity conservation.

TERI has been appointed as the National Host Institution (<https://sgp-india.org/>) for the implementation of the Seventh Operational Phase of Small Grants Programme in India by United Nations Development Programme (UNDP).

### **About TERI**

TERI is an independent, multi-dimensional organization, with capabilities in research, policy, consultancy and implementation. We are innovators and agents of change in the energy, environment, climate change and sustainability space, having pioneered conversations and action in these areas for over four decades.

TERI is inviting applications for the position of Regional Coordinator- North-East Region for the said project.

### **PURPOSE OF POSITION**

Under the supervision of the National Coordinator, the Regional Coordinator- North-East Region will provide effective day-to-day support in project implementation, monitoring and evaluation, including technical, financial and knowledge management. 60% weightage would be allotted to Project coordination and 40% to business development activities.

### **DUTIES AND RESPONSIBILITIES**

- Work Closely with stakeholders of SGP programme and ensure adherence to Standard Operating Procedures as well as UNDP's rules and regulations.
- Report regularly on project implementation status, including annual monitoring reporting, financial reporting, audit, and update the relevant information to NC.
- Perform and coordinate administrative tasks in coordination with Central Project Management Unit (CPMU), as required for project implementation.
- Report details for preparation of annual project implementation reports (PIRs) and other progress reports, as required.
- Support development of the grant proposals by the NGOs, and closely monitor the project implementation progress and results.

- Provide technical and operational support and guidance to CSOs on private sector engagement, business development, market access and upscaling.
- Establish and maintain close working relationships with stakeholders to ensure visibility of the SGP in the North-eastern Region.
- Assess interest and priorities of key donors - government schemes and other development partners in the region and mobilize resources to best leverage the SGP grants.
- Support capacity building and networking of grantees to facilitate knowledge exchange, and promote uptake through knowledge platforms, knowledge fairs etc.

#### **Essential**

- Master's degree in the fields related to Sustainable Development, Rural Management, Economics, Business Administration or any other related field.

#### **Desirable**

- 6-8 years of experience working with NGOs in the area of Biodiversity, Land degradation and Climate Change.
- Experience of working with NGOs on private sector engagement, business development, market access of local products/services.
- Relevant experience in the Key Biodiversity Areas of Assam and Meghalaya will be given preference.
- Proficiency in local language (Assamese, Bodo, Khasi) will be an added advantage.
- Maximum Age Limit – 35 years

#### **Knowledge, Skills, Abilities**

- Strong research skills and the essential ability to write persuasively and clearly.
- Strong project management skills and proven ability to manage diverse projects and shifting priorities within tight timelines.
- Excellent Communication skills and ability to interact with multiple teams and stakeholders.

#### **Location**

TERI Guwahati Office. However, the candidate should be willing to travel extensively to the project sites.

#### **Apply**

Please fill the application form on <https://www.teriin.org/careers>