

ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

- Maternal and Child Health
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
- Public System Partnership
- SNEHA Shakti
- Palliative Care
- Livelihood Generation

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR). Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anaemia, and gender-based violence— key determinants of health equity for families and communities.

ABOUT THE PROGRAM

SNEHA Center: Sustainability Intervention (SI):

The goal of this program is to improve the health, and nutritional status of women and children in vulnerable communities in Mumbai by influencing caregivers' behaviors and strengthening the capacities of communities and systems stakeholders. .

The SNEHA Centre Program in the M/E ward has been in operation since 2012, with a long-term intervention to improve the health and nutrition status of women and children in selectively vulnerable pockets. From 2012 to 2022, the program had direct intervention in four vulnerable communities of the M/E ward, which later entered into indirect/hybrid intervention (2022-2024) by engaging the community volunteers in the community intervention.

To achieve the sustainability of this maternal, and child health intervention (MCH), this program initiated its last phase of sustainability intervention, in April 2024 where the limited human resources work in collaboration with the Community Action Groups (CAGs) i. e. the community volunteers and BMC health, and ICDS system to strengthen and sustain the uptake of health, and nutrition services for women and children.

SNEHA Center: Adopt an Anganwadi Project (AAWC):

SNEHA Center program has implemented Direct Intervention (directly working with the community) and In-direct Intervention (working through community volunteers) in the four vulnerable communities of Mankhurd and Govandi to improve nutrition, and health status of women, and children up to 5 years.

As we move ahead, the program aims to move towards sustainability through two major projects. One of them is Adopt an Anganwadi (AAWC) or Saksham Anganwadi Project. The goal of this project is to provide comprehensive support to adopted Anganwadis for optimal service delivery of health, nutrition and child development under ICDS scheme. Where we aim to strengthen the system- of Integrated Child Development Services (ICDS) by equipping Anganwadi workers with knowledge and skill- based trainings for enhanced delivery of ICDS services, providing hands-on field support to Anganwadi sevikas for service provision and beneficiary engagement, and providing infrastructural support to adopted Anganwadis for upgradation. This new initiative of SNEHA is to positively respond to and support the 'Anganwadi Adoption' GR issued by the Ministry of Women and Child Development, Maharashtra in the year 2023.

"WHAT'S IN IT FOR ME" (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

<u>SNEHA - SOCIAL MEDIA HANDLES</u>	
	<u>@snehamumbai_official</u>
	<u>https://www.facebook.com/SnehaMumbai</u>
	<u>@SNEHAMumbai</u>
	<u>https://www.linkedin.com/company/544355/</u>
	<u>@snehamumbai</u>

PROFILE SNAPSHOT

Designation: Consultant Process Documentation, SNEHA Center Program

- ✚ **Role:** We are seeking a qualified Consultant to document program processes, SoPs, create training materials, and support knowledge dissemination through abstracts for conference, concept notes etc.
- ✚ **Educational Requirement:** Master's Degree in Public Health, Social Sciences, Health Communication, public policy-advocacy etc.
- ✚ **Experience:** Minimum 6-8 years of relevant experience in process documentation, training material development, or knowledge management in health or nutrition projects, public system partnership etc.
- ✚ **Location:** Chembur
- ✚ **Reports to:** Associate Program Director
- ✚ **Apply:** Applications are to be sent via email to lakhvinder.kaur@snehamumbai.org with the Subject line: "Consultant Process Documentation"

CORES RESPONSIBILITIES

1. Process Documentation:

Document implementation processes, workflows, and best practices of MCHN Program and System Strengthening Project

Map and document service delivery processes, capacity-building initiatives, and community engagement, system strengthening, advocacy efforts, mentoring etc..

2. Standard Operating Procedures (SoPs):

Design and write SoPs related to MCHN Program and System Strengthening Project.

3. Training & Mentoring Modules:

Develop comprehensive training materials and mentoring modules tailored for different stakeholder groups (e.g., frontline health workers, supervisors, and program staff). Ensure materials are aligned with adult learning principles and public system guidelines, protocols.

4. Knowledge Products Development:

Create knowledge products in various formats – written documents, PowerPoint presentations, audio clips, short videos, infographics, and JPEGs for dissemination and using as new, or refresh training. Translate complex health-nutrition program concepts into visually engaging and accessible materials.

5. Dissemination Support:

Draft abstracts, concept notes, case studies, and technical briefs for external dissemination, including national/international conferences and donor reports. Support knowledge sharing events, webinars, and internal capacity-building efforts.

MANAGEMENT & REPORTING

- As required, contribute in quarterly and annual reports, case studies, testimonials etc.
- Documenting case stories regarding different system, and volunteer based intervention
- Contribute to the organizational culture and SNEHA's work

CRITICAL TRAITS

- Proven experience in public, private partnership development and project management.
- Experience in documentation, quantitative and qualitative data interpretation including database management
- Tech-savvy with tools like MS Office, Canva, Adobe Creative Suite, or video/audio editing software.
- Self-starting and self-monitoring abilities, along with negotiation skills and flexibility in time, task management
- Adequate proficiency in English, Hindi, and Marathi
- Strong understanding of maternal and child health and nutrition programs and health systems strengthening.
- Proven experience in writing SoPs, training modules, and documentation for public health programs.
- Proficiency in developing multimedia knowledge products (audio, video, visual content).
- Excellent writing, editing, and visual storytelling skills.
- Ability to work independently, manage timelines, and coordinate with multiple stakeholders.

BEHAVIOURAL COMPETENCIES

- Ability to maintain role boundaries
- Learning , and growth mindset
- Collaborator
- Self-starter
- Time disciplined

"Come and be a catalyst for innovation and positive change—apply today to shape the future with us!"