ANJALI TOPPO

Programme Officer, Livelihoods

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PERSONAL STATEMENT

Programme Officer with 6 years of experience in women's livelihoods and SHG programmes across rural Jharkhand and Odisha. Manages CSR and foundation-funded projects up to ₹2.4 crore, field teams of 18, MEL systems on KoboToolbox and quarterly donor reporting.

WORK EXPERIENCE

Programme Officer, Livelihoods · *Sahyog Gramin Vikas Trust, Ranchi* Apr 2022 – Present

- Lead a ₹2.4 crore CSR-funded livelihoods project covering 4,200 women in 210 SHGs across Khunti and Gumla districts.
- Linked 1,350 women to goatery, poultry and vegetable value chains, raising average annual household income by about ₹18,000 in the endline survey.
- Set up a KoboToolbox and Power BI dashboard tracking 26 indicators, cutting monthly report preparation from 6 days to 2.
- Prepare quarterly narrative and financial reports for the CSR partner and coordinate field visits by donor and board members.

Project Coordinator · *Jan Chetna Foundation, Rayagada, Odisha* Jul 2019 – Mar 2022

- Coordinated a nutrition and kitchen-garden programme in 48 villages with 12 community resource persons.
- Facilitated convergence with ICDS and the block office, helping 640 families access MGNREGA work and PDS entitlements.
- Conducted baseline and endline surveys of 900 households and wrote the project completion report.

EDUCATION

MSW in Rural Development · *Chotanagpur Institute of Social Sciences, Ranchi* 2017 – 2019
Grade: 7.9 CGPA

B.A. in Sociology · *Damodar Valley Women's College, Hazaribagh* 2014 – 2017
Grade: 71%

SKILLS

Programme management • Monitoring, evaluation and learning (MEL) • KoboToolbox • Power BI • Donor and CSR reporting • Logframe and theory of change • Budget tracking • MS Excel

CORE SKILLS

- Community mobilisation
- SHG strengthening
- Government convergence
- Team leadership
- Proposal writing

CERTIFICATIONS

Monitoring and Evaluation for Development Programmes (online course) · Feb 2023
Recognised development-sector training institute

LANGUAGES

Hindi · Native • Kurukh · Fluent • English · Professional • Odia · Conversational

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