

**No. NNM/12/2017-CPMU**  
**Government of India**  
**Ministry of Women & Child Development**  
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3<sup>rd</sup> Floor, Jeevan Vihar Building,  
Sansad Marg, New Delhi  
Dated the 28<sup>th</sup> February, 2018

**OFFICE MEMORANDUM**

**Subject:** Terms of References for hiring Consultants and other professional staff for National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU) and State Nutrition Resource Centre-State Project Management Unit (SNRC-SPMU), National Nutrition Mission.

With the approval of the Competent Authority and with concurrence of IFD the following Terms of References (ToR) have been made for hiring Consultants and other professional staff for National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU) and State Nutrition Resource Centre-State Project Management Unit (SNRC-SPMU), National Nutrition Mission.

1.	Terms of References for NNRC-CPMU	Annexure-I
2.	Terms of References for SNRC-SPMU	Annexure-II

*Prabha Arora*

(Dr. Prabha Arora)  
Deputy Director (NNM)

Copy to:

1. NNRC-CPMU, NNM
2. All States/UTs
3. IFD/Guard File.

**Annexure-I**  
**Terms of References (ToR) for hiring Technical Consultants for NNRC-CPMU, National Nutrition Mission**

Sl. No.	Position	Consolidated Remuneration	Essential Qualification & Experience	Desirable	Scope of work
1	Consultant (Nutrition, Child Development & Health Services) (ECCE, IYCF)	Rs. 80,000/- per month. Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>PG degree in Nutrition/Public Health/Community Medicine with at least 60 % marks.</li> <li>At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.</li> <li>For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</li> <li>Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 55 years.</p>	<ul style="list-style-type: none"> <li>5 years of experience of working in nutrition/ public health / social development programmes.</li> <li>Experience of working with Government/ Government organizations/ international organizations.</li> <li>In- depth knowledge of key nutrition issues and nutrition programmes.</li> <li>Knowledge of project management techniques.</li> </ul>	<ol style="list-style-type: none"> <li>Provide technical leadership and facilitate relevant strategy development for nutrition and designing of nutrition related activities and pilots to be implemented in the Mission.</li> <li>Support development of annual action plans in consultation and collaboration with the Executive Director, Project Managers, other technical consultants and the SNRC-SPMUs.</li> <li>Support development of and/ or review of relevant guidelines, operational manuals, documents, for specific nutrition actions in the project to ensure quality and facilitate their national and state level dissemination.</li> <li>Facilitate implementation of nutrition related activities in the project, including multi-sectoral nutrition actions.</li> <li>Identify emerging needs from the project and facilitate action through SNRC-SPMU and/ or through engagement of short-term consultants.</li> <li>Support the Executive Director and Project Managers in facilitating meetings with technical expert committees, relevant the ministries such as, ministry of health, rural development, social welfare, agriculture, food processing etc. and other stakeholders on nutrition &amp; multi-sectoral issues.</li> <li>Monitor and review progress of all nutrition related project activities and</li> </ol>

			<ul style="list-style-type: none"> <li>• At least 5 years of experience in planning and implementing public health programmes.</li> <li>• Planning and organisational skills that result in successful implementation and follow through on project based work.</li> <li>• Experience in planning and strategy development.</li> <li>• Demonstrated ability to work in a multi-disciplinary team environment, taking</li> </ul>	<p>indicators (MIS data), identify areas and Project States/ Districts in need of support and take follow up supportive action as required.</p> <p>8.Support preparation of quarterly and annual Mission Progress Reports.</p> <p>9.Support project States in the preparation of State annual action plans, focussing on nutrition activities.</p> <p>10. Liaison and coordinate with external stakeholder</p> <p>11. Any other activity, identified by the Executive Director, as relevant to the Mission.</p>
2	<p>Consultant (Planning &amp; Policy)</p> <p>Rs. 80,000/- per month.</p> <p>Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.</p>	<ul style="list-style-type: none"> <li>• PG degree/diploma in Public health/Preventive &amp; Social Medicine/Nutrition/Public Administration/MBA (Public Policy) or Post graduate qualification in social work, with at least 60% marks.</li> <li>• Good knowledge and understanding of public health/ Nutrition programs.</li> <li>• At least 3 years' experience in planning, implementation and monitoring of child and women nutrition/health programme.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of experience in planning and implementing public health programmes.</li> <li>• Planning and organisational skills that result in successful implementation and follow through on project based work.</li> <li>• Experience in planning and strategy development.</li> <li>• Demonstrated ability to work in a multi-disciplinary team environment, taking</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis on various aspects of the Health Sector.</li> <li>• Ability to analyse the data/ Monthly Information Report (MIS) and convert into policy,</li> <li>• Support all the States in preparing comprehensive plan,</li> <li>• Monitoring progress against planning and drive solutions</li> <li>• Ability to convert policy tools into guidelines with team</li> <li>• Facilitate development and implementation of proposals/strategies derived from the situational analysis.</li> <li>• Provide assistance for implementation of the National Nutrition Mission and its goals in centre and in States from time to</li> </ul>

			<ul style="list-style-type: none"> <li>• Demonstrated technical, management, strategy development.</li> <li>• Good computer skills (knowledge of excel, power point etc)</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 55 years.</p>	<p>initiative and quality delivering inputs within the time-limits.</p>	<ul style="list-style-type: none"> <li>• Undertake such other assignments, which may be assigned by from time to time.</li> </ul>
3	Consultant (Capacity Building & BCC)	<p>Rs. 80,000/- per month.</p> <p>Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.</p>	<ul style="list-style-type: none"> <li>• PG degree in Social Sciences/ Health Communication/ Mass Communication / Rural Development with at least 60% marks.</li> <li>• At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes.</li> <li>• Expertise in MS Office including word, Excel and Power Point.</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 55</p>	<ul style="list-style-type: none"> <li>• 5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>• Good knowledge and understanding of public health/ nutrition programmes.</li> <li>• Experience of working with Government / Government organizations/ international agencies.</li> <li>• Knowledge of project management techniques.</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide technical leadership and facilitate relevant strategy development for strengthening Behaviour Change Communication and Capacity Building interventions in the Mission.</li> <li>2. Support development of annual project action plans in consultation and collaboration with the Executive Director, Project Managers, other technical consultants and the SNRC-SPMUs.</li> <li>3. Support development of and/ or review of relevant guidelines, operational manuals documents, as required, for behaviour change communication &amp; capacity building in the Mission to ensure quality and facilitate their national and state level dissemination.</li> <li>4. Support designing of behaviour change communication/ capacity building interventions and pilots.</li> <li>5. Identify emerging needs from the project and facilitate action through</li> </ol>

		years.		<p>SNRC-SPMU and/ or through the engagement of short term consultants.</p> <p>6.Support the Executive Director and Project Managers in organizing and facilitating meetings with technical expert committees, relevant the ministries such as, Ministry of Health, Civil society organizations and other stakeholders on issues related to behaviour change communication &amp; Capacity Building.</p> <p>7.Provide relevant inputs on behaviour change communication &amp; capacity building to other technical consultants, as required, to improve the quality, design and implementation of other thematic activities in the project, such as community mobilization initiatives, project MIS, operations research and evaluations etc.</p> <p>8.Monitor and review progress of all behaviour change communication &amp; capacity building interventions and indicators (project MIS data), identify areas in need of support and take follow up supportive action.</p> <p>9. Orient and build capacities of SNRC-SPMU staff on all guidelines, manuals, tools etc. prepared at the Central level related to behaviour change communication &amp; capacity building and support their further dissemination and use.</p> <p>10.Liaison and coordinate with external stakeholders</p>
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				<p>Any other activity, identified by the Executive Director, as relevant to the Mission.</p>	
4	Consultant (Monitoring & Evaluation)	Rs. 80,000/- per month. Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>PG degree in Computer Applications or B. Tech/ BE in IT/ Computer Engineering or PG in Science with formal training on IT/ computer with at least 60 % marks.</li> <li>At least 3 years experience in IT/ ICT Systems implementation and analysis.</li> <li>Project management experience.</li> <li>Planning and organizational skills that result in successful implementation and follow through on project-based work.</li> <li>Proficient in M&amp;E techniques and methodologies.</li> <li>Expertise in MS Office including word, Excel and PowerPoint.</li> <li>Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 55 years.</p>	<ul style="list-style-type: none"> <li>5 years of experience of working in IT system implementation and analysis.</li> <li>Experience in managing large scale technology implementation in Government.</li> <li>Experience of working with Government/ Government organizations.</li> <li>Experience in implementation of mobile technology for community health or nutrition (Health) programs.</li> <li>Knowledge on working on statistical software packages (e.g. SPSS, STATA, etc.)</li> <li>Knowledge of project management techniques.</li> <li>Knowledge of Big Data Analysis.</li> </ul>	<ul style="list-style-type: none"> <li>1.Support for the rollout of NNM under the Mission.</li> <li>2.Work along with the States to ensure that the activities are completed as per the timelines.</li> <li>3.Support the Ministry in monitoring the rollout in all the states.</li> <li>4.Support Ministry in managing risks, issues and bottlenecks in implementation of NNM.</li> <li>5.Export and analyse data for the Ministry, including providing it with the answers to questions pose, based on the data.</li> <li>6.Stakeholder and Partner management related activities.</li> <li>7.Support Ministry in analysis of impact of rollout of NNM.</li> <li>8.As directed by the Ministry, make updates of elaborations to guidelines and standard operating procedures that guide states in rollout and management of the NNM, if needed.</li> <li>9.Any other activity, identified by the Executive Director, as relevant to the Mission.</li> </ul>
5	Consultant (System)	Rs. 60,000/- per month.	<ul style="list-style-type: none"> <li>PG Degree in Computer Applications or B. Tech/ Applications</li> </ul>	<ul style="list-style-type: none"> <li>5 years of experience in IT system</li> </ul>	<ul style="list-style-type: none"> <li>1.Lead the L-2 Support team, provide directions to the team members for</li> </ul>

	Analysis/Data Management)	Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.	<p>BE or PG Degree with formal training on IT/ computer with at least 60% marks.</p> <ul style="list-style-type: none"> <li>• At least 3 years experience in IT/ICT Systems implementation.</li> <li>• Should have experience in development and implementation of web based applications and mobile applications.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 35 years:</p>	<ul style="list-style-type: none"> <li>• Experience in managing large scale technology implementation or health programs in Government.</li> <li>• Experience of working with Government/ Government organizations.</li> <li>• Experience in mobile technology for community health or nutrition (Health) programs.</li> <li>• Experience in managing a technical team.</li> </ul>	<p>ensuring technical support issues are addressed satisfactorily and promptly.</p> <ol style="list-style-type: none"> <li>2. Support Ministry in technical discussions and technical analyses.</li> <li>3. Support in resolving complex problems.</li> <li>4. Interface with NIC/NICSI and Infrastructure team in regards to implementation of ICT –RTM.</li> <li>5. Monitor the work being done by the Infrastructure team.</li> <li>6. Support the NNRC-CPMU in planning for scale up of ICT-RTM.</li> <li>7. Support the NNRC-CPMU in creating complex custom data analyses.</li> <li>8. Conduct refresher trainings of Central-government-level and State-level CAS users, as needed.</li> <li>9. Support the maintenance of the CAS system and certain, minor updates of CAS content enabled through the CAS web administration site like updating text or translations of the CAS software.</li> <li>10. Manage Central-government level users of CAS system, using the CAS web administration site.</li> <li>11. Any other related activities of the project that may be assigned by the Executive Director.</li> </ol>
6	Consultant (Financial Management)	Rs. 60,000/- per month. Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>• CA/CS/CMA (CWA) or MBA (Finance) from reputed institute with at least 60 % marks.</li> <li>• Post qualification experience of 3 years in finance management out of which 1 year should</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience in finance management.</li> <li>• In-depth knowledge and expertise in financial management, internal controls/ systems development</li> </ul>	<ol style="list-style-type: none"> <li>1. Preparation of annual budgets: provide support to timely preparation of Mission's annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission, revised estimates ( if any). This will include obtaining budget/ revised estimates from states in</li> </ol>

		<p>be in Government/ PSU/ international agencies.</p> <ul style="list-style-type: none"> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 35 years.</p> <p><b>Or</b></p> <p>Government employees retired as Under Secretary (Pay Level-11) or equivalent with at least 5 years' experience of financial management/budget/Go vernment treasury accounting and age below 65 years as on the last date of receipt of application.</p>	<p>&amp; implementation, government treasury accounting, auditing &amp; reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.</p>	<p>timely manner so as to feed into the budget for the project at the Ministry level.</p> <p>2. Release of funds to the States: Process timely release of funds to States; keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely revalidation of unspent balances, if any;</p> <p>3. Prepare and submit interim Unaudited Financial reports ( IUFIR)/ Financial Monitoring Report ( FMR) to the World Bank and CAA&amp;A, Ensure timely ( quarterly ) receipt of the financial reports from the States; review and consolidate the State IUFIRs/ FMRs and submit in the prescribed format to the World Bank and to CAA&amp;A, (electronically or otherwise as required) on periodic basis;</p> <p>4. Keep track of disbursement under the project-category-wise, maintain record of the same, using the World Bank's Client Connection website and CAA&amp;A website.</p> <p>5. Liaison with the IFD/ Budget Section / Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</p> <p>6. Keep track and maintain ledger book of all expenditures incurred in the CPMU and ensure reconciliation with the Pay &amp; Accounts Office on a quarterly basis.</p> <p>7. Consolidate and control advance</p>
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				<p>contingency bills/ receipt of utilization certificates (UC) from NGOs/ other agencies where funds are released to NGOs/ other agencies from NNRC-CPMU budget.</p> <p>8.Liaison with the AGCE at the central level for annual audit of the project financial statements for expenditures at the NNRC-CPMU level: this will involve preparation of annual financial statements based on reconciled expenditure with the PAO, schedules of pending AC Bills and UCs as to March 31 and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to World Bank by September 30 of each year. Responsibility will also include liaison and follow up with the project States for timely completion of audit for expenditures at the state level.</p> <p>9.Addressing audit objections: Coordinating with the States to address the audit objection/ internal control weakness, issues of disallowances, if any.</p> <p>10. Provide financial and commercial advices and assistance in various procurement proposals for goods and services as per the World Bank Procurement Guidelines.</p> <p>11. Provide orientation training as required to the SNRC-SPMUs/District Project Teams on the Financial Management Manual prepared for the</p>
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					<p>Mission. This will involve periodic visits to the States.</p> <p>12. Coordination with the World Bank, DEA and CAA&amp;A: Maintain close coordination with the Financial Management Specialist in the World Bank, concerned Officials in the CAA&amp;A and the DEA on matters related to funds disbursement under the Mission;</p> <p>13. Any other finance related activities to the Mission that may be assigned by the Executive Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</p>
7	Consultant (Procurement)	Rs. 60,000/- per month. Annual increase of Rs. 5000/- will be granted, subject to the performance of the Consultant.	<ul style="list-style-type: none"> <li>PG degree/PG Diploma in supply chain management or MBA with specialization in Operations/ Materials Management/ Supply Chain &amp; Logistics Management/ Procurement/ other related discipline with at least 60% Marks.</li> <li>At least 3 years' experience in supply chain &amp; logistics/ Procurement management out of which 1 year should be</li> </ul>	<ul style="list-style-type: none"> <li>5 years experience in procurement planning &amp; management.</li> <li>In-depth knowledge of supply chain management/ logistics/ procurement.</li> <li>Good understanding of the ICDS scheme will be an added advantage.</li> </ul>	<ol style="list-style-type: none"> <li>Support in preparation of annual action plan with inputs on procurement related activities.</li> <li>Based on the approved annual plan, update procurement plan of NNRC-CPMU and consolidate the same for all project States periodically as required and share with the World Bank for their No Objection.</li> <li>Share updated, approved procurement plan with all States and ensure its disclosure on the MWCD/State DWCD websites.</li> <li>Ensure timely implementation of approved procurement plan: Support procurement of goods and services in the NNRC-CPMU as per approved procurement plan following World Bank</li> </ol>

		<p>in Government/ PSU.</p> <ul style="list-style-type: none"> <li>• Expertise in preparation of ToRs for consulting services, RFP and bidding documents for procurement of goods and services.</li> <li>• Expertise in MS office including Word, Excel and PowerPoint.</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 35 years.</p> <p><b>Or</b></p> <p>Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement and age below 65 years as on the last date of receipt of application.</p>		<p>procurement guidelines for good and consultancy services respectively.</p> <p>5. Liaise with other Consultants/ Project Managers to develop expressions of interest, technical specifications for goods, bid documents, terms of reference (TOR) for non-consultant and consultant services, requests for proposals, evaluation criteria for goods, selection criteria for non-consultants and consultants, contract documents and amendments to contracts, where necessary.</p> <p>6. Secure no objection from the World Bank for prior review procurements as well as for Terms of Reference, shortlist of consultants, recommendation for award of contract for consultancies, and amendments to contract, where necessary.</p> <p>7. Support the SNRC-SPMUs in all procurement related activities and ensure strict adherence to the approved procurement plan and the Procurement Manual developed under the project.</p> <p>8. Prepare and issue clarifications to bidder's queries in support of fair and transparent procurement processes.</p> <p>9. Review quality of goods procured and disseminated through the Mission and recommend remedial actions where quality of goods are compromised.</p>
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8	Project Associate	Rs. 30,000/- per month. Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>• Graduate degree with at least 50 % marks.</li> <li>• At least 3 years of work experience in Government/ Private organizations.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 28 years.</p>	<ul style="list-style-type: none"> <li>• MBA or equivalent (with minimum 50 % marks).</li> <li>• Understanding of social sector programmes relating to health, nutrition &amp; public health.</li> </ul>	<ol style="list-style-type: none"> <li>1. Correspondence with the SNRC-SPMUs for providing relevant information and data.</li> <li>2. Analysis of state and district level data for effective monitoring and decision making.</li> <li>3. Compilation of State/ district- wise quarterly progress reports and preparation of the central- level monitoring reports.</li> <li>4. Organizing and facilitating Mission review meetings with States and consultations with other stakeholders.</li> <li>5. Facilitating meetings during the World Bank Supervision Missions.</li> <li>6. Regular updating/ uploading of project data/ information on the project website.</li> <li>7. Maintenance of all Mission documents and records in both soft and hardcopies.</li> <li>8. Processing/ examining of cases/files in NNRC-CPMU/World Bank Unit.</li> <li>9. Any other activity relevant to the project as assigned by the Project Managers/Executive Director.</li> </ol>
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9	Accountant	Rs. 30,000/- per month.  Annual increase of Rs. 5000/- will be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>• PG degree in Commerce/Accounting/ CMA-Inter/CA- Inter with at least 50% marks</li> <li>• At least 3 years' experience in accounting with exposure in budgeting &amp; audit out of which 1 year should be in Government/ PSU.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Good oral and written communication skills both in English and Hindi</li> </ul> <p>Age should be below 28 years.</p> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience and age below 65 years as on the last date of receipt of application.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years experience in accounting with exposure in budgeting &amp; auditing.</li> <li>• Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.</li> <li>• Strong computer skills, especially in the use of MS Word and Excel.</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide support to preparation of Mission's annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any) and ensure its submission to the Plan Unit.</li> <li>2. Provide support to process release of funds to the States; keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely re-validation of unspent balances, if any;</li> <li>3. Coordinate with the States for timely (quarterly) receipt of the financial reports( IUFERS/ FMRS); provide support to review and consolidate the State IUFERS/ FMRS and submit in the prescribed format to the World Bank and to CAAA (electronically) on periodic basis;</li> <li>4. Process bills for timely payment/re-imburement of all expenditures incurred in the NNRC-CPMU/ World Bank Unit including monthly remuneration of the Consultants and other project staff, ensuring adequate internal controls to support the payments.</li> <li>5. Maintain record of the disbursement under the project – category-wise, using the World Bank Client Connection website.</li> <li>6. Liaison with the IFD/Budget Section/</li> </ol>
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					<p>Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</p> <p>7. Keep track and maintain ledger book of all expenditures incurred in the NNRC-CPMU and ensure reconciliation with the Pay &amp; Accounts Office on a quarterly basis.</p> <p>8. Consolidate and control over advance contingency bills and receipt of utilization certificates (UC) from NGOs/ other agencies where funds are released to NGOs/other agencies.</p> <p>9. Liaison with the AGCE for annual audit of the financial statements of the NNRC-CPMU;</p> <p>10. Any other financial related activities of the Mission that may be assigned by the Executive Director.</p>
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**Engagement of Retired Government employee:** In case of retired Government employees engaged as Consultant, the remuneration of such Consultant may be fixed in manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

**TA/DA entitlement:** Consultants getting consolidated remuneration of ₹ 60,000/- and above per month will be entitled to travel by Air (Economy Class only) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of Rs 5400/Rs. 6600/- (pre-revised).

Consultant getting consolidated remuneration less than ₹ 60,000/- per month will be entitled to travel by 2<sup>nd</sup> AC/Chair Car (Train) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of Rs. 4200/Rs. 4600/- (Pre-revised).

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**Annexure-II****Terms of References (ToR) for hiring Technical Consultants in SNRC-SPMU, NNM**

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1	Consultant (Planning, Monitoring & Evaluation)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<p>PG degree/diploma in Management/Computer Applications/Computer Science or B. Tech/BE in IT/Computer Engineering or PG in Science with formal training or IT/computer with at least 55% marks.</p> <ul style="list-style-type: none"> <li>At least 3 years experience in IT/ICT Systems implementation and analysis.</li> <li>Project management experience.</li> <li>Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&amp;E methodologies</li> <li>Excellent oral and written communication skills in English and conversant in local language.</li> <li>Good computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>5 years of experience in IT system implementation and analysis.</li> <li>Experience in managing large scale technology implementation in Government.</li> <li>Experience of working with Government/Government organizations.</li> <li>Experience in implementation of mobile technology for community health or nutrition (m-Health) programs.</li> <li>Knowledge of statistical software packages (e.g. SPSS, STATA, etc.)</li> <li>Knowledge of project management techniques.</li> </ul>	<ol style="list-style-type: none"> <li>Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICT-RTM) of ICDS with completion dates for the same;</li> <li>Prepare periodic progress reports detailing tasks completed and issues/escalations/risks;</li> <li>Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.;</li> <li>Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM;</li> <li>Follow-up and facilitate necessary</li> </ol>

					<p>assistance to ensure that the Mission plan is implemented in project districts in a timely manner;</p> <p>6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.</p> <p>7. Develop a program evaluation framework to identify areas for improvement;</p> <p>8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MWCD;</p> <p>9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts;</p> <p>10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;</p> <p>11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.</p> <p>12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.</p>
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					<p>13. Periodically share progress reports detailing tasks completed and issues/ escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.</p> <p>14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.</p> <p>15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.</p> <p>16. Any other activity, identified by the Director in-charge of Mission, as relevant to the Mission.</p>
2	Consultant (Health & Nutrition)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>• PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks</li> <li>• At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.</li> <li>• For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>• Good understanding of decentralized planning and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>• Experience of working with Government/ Government organizations/ inter-organizations.</li> <li>• In-depth knowledge of key nutrition issues and nutrition programmes.</li> <li>• Knowledge of project management techniques.</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission.</li> <li>2. Provide managerial leadership and facilitate development of annual Mission's work plans.</li> <li>3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions.</li> <li>4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked</li> </ol>

		<p>supportive supervision.</p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul>	<p>Indicatoꝛ</p> <ol style="list-style-type: none"> <li>5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission, developed by MWCD, at the state, district and sub-district levels.</li> <li>6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD.</li> <li>7. Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.</li> <li>8. Ensure availability of state approved project related documentation on the website of DWCD/DosW.</li> <li>9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency.</li> <li>10. Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission.</li> <li>11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and</li> </ol>
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					<p>Family Welfare, Rural Development, Social Welfare, Agriculture, Horticulture, Food Processing etc. and other stakeholders on nutrition &amp; multi-sectoral issues.</p> <p>12. Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across districts.</p> <p>13. Monitor and review progress of all nutrition related Mission activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.</p> <p>14. Support preparation of quarterly and annual project progress reports.</p> <p>15. Liaison and coordinate with external stakeholders.</p> <p>16. Any other activity, identified by the Director, as relevant to the Mission.</p>
3	Consultant (Financial Management)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> <li>• CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</li> <li>• At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies.</li> <li>• Exposure to budgeting, audit and treasury functions.</li> <li>• Knowledge of state budgetary, treasury and finance rules.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience in finance management.</li> <li>• In-depth knowledge and expertise in financial management, internal controls/ systems &amp; development, implementation, government treasury accounting, auditing &amp; reporting, taxation, general management and</li> </ul>	<p>1. Ensure proper financial control and management of Mission in implementation in the State.</p> <p>2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission.</p> <p>3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register.</p> <p>4. Keeping track and maintain</p>

		<p>• Expertise in MS Office including Word, Excel and Power Point.</p> <p><b>Or</b></p> <p>Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years' experience of financial management /budget/Government treasury accounting.</p>	<p>ability to resolve problems or situations that requires the exercising of good judgement.</p>	<p>database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any.</p> <p>5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time.</p> <p>6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&amp;E) on a monthly quarterly basis.</p> <p>7. Liaison with the State Finance Department, Treasury and MWCD on financial matters under the directions of Director for budget allocation, re-allocation and other approvals.</p> <p>8. Keep track and maintain ledger book of all expenditures incurred and ensure reconciliation with the Finance Department/ Treasury.</p> <p>9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of</p>
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					<p>each year and submit it to MWCD by September 30 of each year.</p> <p>10. Coordinate with Accountant General Office to address the audit objections / internal control weaknesses, issues of disallowances, if any, in consultation with Director.</p> <p>11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services.</p> <p>12. Provide orientation training as required to the District Mission teams on the financial issues.</p> <p>13. Any other finance related activities of the Mission that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</p>
4	<p>Consultant (Capacity Building &amp; BCC)</p>	<p>Rs. 60,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to the performance of the Consultant.</p>	<ul style="list-style-type: none"> <li>• PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks</li> <li>• At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>• Good knowledge and understanding of public health/ nutrition programmes.</li> <li>• Experience of working with Government/ Government organizations/ international agencies</li> <li>• Knowledge of project management techniques</li> </ul>	<p>1. Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission.</p> <p>2. Support development of work plans and budget for all training plans under Mission in consultation and collaboration with the Director in-charge of Mission and other technical consultants.</p> <p>3. Coordination with the State Department of Women and Child Development/Social Welfare,</p>

		<ul style="list-style-type: none"> <li>• Professional experience in planning, implementation and monitoring of training programs and state and district levels.</li> <li>• Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul>	
<ol style="list-style-type: none"> <li>4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.</li> <li>5. Provide technical support to training programs at state, district, block, sector and Aanganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD</li> <li>6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, including CAS deployment, and Incremental Learning and follow up on quality of training program.</li> <li>7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator</li> <li>8. Coordinate documentation relating to assessment of training programs.</li> <li>9. Ensure maintenance and management of records and</li> </ol>			

					<p>progress reports at sector, block, district and state levels.</p> <p>10. Ensure data for indicators on training within the results monitoring framework of the Mission is updated every six months and made available to the NNRC-CPMU.</p> <p>11. Monitor and review progress of all training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.</p> <p>12. Support designing of behaviour change communication interventions and pilots, if any.</p> <p>13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and Family Welfare, Civil Society Organizations and other stakeholders on issues related to behaviour change communication &amp; capacity building.</p> <p>14. Monitor and review progress of all behaviour change communication &amp; capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.</p>
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					<p>15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.</p> <p>16. Orient and build capacities of district and block level Mission staff on all training related guidelines, manuals, tools etc.</p> <p>17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings.</p> <p>18. Prepare training plan progress report detailing the users who have received/missed training.</p> <p>19. Ensure timely conduction of refresher trainings.</p> <p>20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent Verification Agency.</p> <p>21. Any other activity, identified by the Director, as relevant to the project.</p>
5	Consultant (Procurement)	Rs. 60,000/- per month.  Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management <ul style="list-style-type: none"> <li>At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning.</li> <li>Experience of working with front line workers of Government Department and training on IT /</li> </ul>	<ul style="list-style-type: none"> <li>5 years experience in working on technology and software application support.</li> <li>Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail.</li> </ul>	<ol style="list-style-type: none"> <li>Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised.</li> <li>Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team.</li> <li>Lead the L2 Support team and provide directions to the team</li> </ol>



		<p>Mobiles/Computer</p> <ul style="list-style-type: none"> <li>• Problem solving skills.</li> <li>• Good oral and written communication skills in local language.</li> <li>• Computer literacy a must.</li> </ul> <p><b>Or</b></p> <p>Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement.</p>		<p>member Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged</p> <ol style="list-style-type: none"> <li>4. Support in resolving complex problems</li> <li>5. Interface with Central help desk team on bugs</li> <li>6. Help the State help desks / Ministry Users in troubleshooting issues with CAS software</li> <li>7. Flag critical software errors</li> <li>8. Train the District Help desk</li> <li>9. Any other related activities of the project that may be assigned by the Director.</li> </ol>
6	<p>Accountant</p> <p>Rs. 30,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.</p>	<ul style="list-style-type: none"> <li>• PG degree in Commerce/ Accounting/ CWA-Inter/CA- Inter with at least 50% marks</li> <li>• At least 3 years experience in accounting with exposure in budgeting &amp; audit out of which 1 year should be in Government/ PSU.</li> <li>• Expertise in MS Office including Word, Excel and PowerPoint.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years experience in accounting with exposure in budgeting &amp; auditing.</li> <li>• Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.</li> <li>• Strong computer skills, especially in the use of MS Word and Excel.</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD.</li> <li>2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any.</li> <li>3. Ensure timely submission of the financial reports (FMRs) to MWCD.</li> <li>4. Process bills for timely payment/re-imburement of all expenditures incurred in the SNRC-SPMU including monthly</li> </ol>

				<p>remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments.</p> <p>5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</p> <p>6. Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay &amp; Accounts Office on a quarterly basis.</p> <p>7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRC-SPMU;</p> <p>8. Any other financial related activities of the project that may be assigned by the Director.</p>
7	Project Associate	<p>Rs. 25,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance.</p>	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> <li>• At least 2 years work experience in the relevant field</li> <li>• Formal training in IT/mobile applications.</li> <li>• Experience in working with technology and software application support.</li> <li>• Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer</li> <li>• Good oral and written communication skills in local language.</li> </ul>	<ul style="list-style-type: none"> <li>• PG Degree in Computer Science or IT with 3 years experience in application maintenance and support.</li> <li>• Proven ability to handle multiple tasks within a team environment and great attention to detail.</li> <li>• Problem solving skills must.</li> </ul> <ol style="list-style-type: none"> <li>1. User account management, including updating roles and permissions.</li> <li>2. Master data management and updating.</li> <li>3. System administration.</li> <li>4. Provision of support to State level officials in using CAS web application.</li> <li>5. Coordination with OEMs, telecom companies, etc. on issue resolution.</li> <li>6. Training of District helpdesk.</li> <li>7. Supervision District helpdesk.</li> <li>8. Escalation of issues to Software</li> </ol>

			<ul style="list-style-type: none"> <li>Computer literacy must.</li> </ul>	<p>Development Agency as needed.</p> <p>Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</p> <p>10. Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update.</p> <p>11. Management of addition and removal of users from system</p> <p>12. Data analysis and knowledge extraction.</p> <p>13. Any other tasks that may be assigned by the Director.</p>
8	Secretarial Assistant/DEO	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	As per State norms	As per State Requirements
9	Office Messenger/ Peon)	Rs. 8,000/- per month or as per respective State's extant Wage Act.	As per State norms	As per State Requirements
10	District Coordinator	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	<p>Graduate or Certification/ Diploma in Computer Science or IT</p> <ul style="list-style-type: none"> <li>At least 2 years experience in application maintenance &amp; support.</li> <li>Good oral and written communication skills in local language.</li> <li>Computer literacy must.</li> <li>Willingness to travel a must.</li> </ul>	<ol style="list-style-type: none"> <li>Supporting training of Block helpdesk in ICT-RTM.</li> <li>Supervise Block helpdesk.</li> <li>Support District level ICDS officials on usage of CAS system.</li> <li>Escalate issues as needed.</li> <li>Logging and managing issues in the Issue Tracker application (CAS application).</li> <li>Provide general application</li> </ol>

		<ul style="list-style-type: none"> <li>Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>multiple tasks within a team environment</li> <li>Great attention to detail and problem solving skills</li> </ul>	<p>support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</p> <p>7. Extend help for lost/stolen phones.</p> <p>8. Monitor worker activity reports.</p> <p>9. Follow up on actions from activity reports.</p> <p>10. Any other tasks that may be assigned by the Director.</p>
11	District Project Assistant	<p>Rs. 18,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance.</p>	<p>Graduate Diploma in Sciences/ Nutrition, Degree/Post Graduate Management/ Social Sciences/ Nutrition,</p> <ul style="list-style-type: none"> <li>Minimum 2 years work experience of capacity building, with supervisory skills</li> <li>Good oral and written communication skills in local language and fair skills in English</li> <li>Good computer skills/knowledge of internet/email</li> <li>Ability to work in a team and willingness to travel extensively.</li> <li>Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>3 years experience of working in social program.</li> <li>Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation</li> </ul> <ol style="list-style-type: none"> <li>Support and supervise timely implementation of all Mission activities in the district.</li> <li>Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels.</li> <li>Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS.</li> <li>Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services.</li> <li>Make regular monitoring and supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule.</li> <li>During monitoring and</li> </ol>

12	Block Coordinator	Rs. 20,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate. <ul style="list-style-type: none"> <li>At least 2 years experience of working with technology and software application support</li> <li>Good oral and written communication in local language</li> <li>Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>Formal training on IT/ computer</li> <li>Worked with front line workers in any Social Development Program of Government</li> <li>Proven ability to successfully handle</li> </ul>	<p>supervision visits review and ensure maintenance of reporting formats for all Mission activities.</p> <p>7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO.</p> <p>8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels.</p> <p>9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS.</p> <p>10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission.</p> <p>11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.</p> <p>12. Any other task assigned by DPO.</p>
1.	Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM).	Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage.			
2.					

			<ul style="list-style-type: none"> <li>multiple tasks within a team environment</li> <li>Attention to detail and problem solving skills</li> </ul>	<ol style="list-style-type: none"> <li>Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application.</li> <li>Logging issues in the Issue Tracker application, which is part of CAS.</li> <li>Training reinforcement to AWWs identified as low performers using CAS Reports.</li> <li>Providing performance feedback to AWWs.</li> <li>Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.</li> <li>Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines.</li> <li>Supporting Block level ICDS officials on usage of CAS system.</li> <li>Any other task as indicated by CDPO.</li> </ol>
13	Block Project Assistant	Rs. 15,000/- per month.  Annual increase @ 3% of remuneration may be granted, subject to performance.	<p>Graduate.</p> <ul style="list-style-type: none"> <li>At least 1 year experience of working with Community/Local Government</li> <li>Good oral and written communication in local language</li> <li>Mandatorily local candidates should be engaged.</li> </ul>	<ul style="list-style-type: none"> <li>Worked with front line workers in any Social Development Program of Government</li> <li>Proven ability to successfully handle multiple tasks within a team environment</li> <li>Attention to detail and problem solving skills</li> </ul> <ol style="list-style-type: none"> <li>Supervising overall implementation of the Mission activities in the block.</li> <li>Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team.</li> <li>Making regular supportive supervision visits to AWWs,</li> </ol>

					<p>provide on-site support to AWWs and monitor implementation.</p> <p>4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc.</p> <p>5. Any other task as indicated by CDPO.</p>
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**Engagement of Retired Government employee:** In case of retired Government employees engaged as Consultant, the remuneration of such Consultant may be fixed in manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

**TA/DA entitlement:** Consultants getting consolidated remuneration of ₹ 60,000/- and above per month will be entitled to travel by Air (Economy Class only) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of Rs 5400/Rs. 6600/- (pre-revised).

Consultant getting consolidated remuneration less than ₹ 60,000/- per month will be entitled to travel by 2<sup>nd</sup> AC/Chair Car (Train) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of Rs. 4200/Rs. 4600/- (Pre-revised).

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