

F.NO.29-54/2015-WBP
Government of India
Ministry of Women and Child Development
(Central Project Management Unit)

*3rd Floor, Jeevan Vihar Building
Sansad Marg, New Delhi
Dated the 22nd May, 2017*

To

Assistant Director (Advertising)
Employment News
7th Floor, Soochna Bhawan
CGO Complex, Lodhi Road
New Delhi- 110003

Subject: Publication of advertisement in Employment News for various posts of Consultants in Central Project Management Unit (CPMU) of IDA assisted ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP).

Sir/Madam,

I am directed to forward herewith the advertisement for filling up the various positions on contractual basis in CPMU of IDA assisted ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP).

2. You are requested to publish the advertisement in the next upcoming issue. The last date of submission of application will be one month from the date its publication in the Employment News.

3. It is requested to send the bill along with details of Bank Account for making payment through RTGS to the Deputy Director (WBP), Ministry of Women & Child Development, 3rd Floor, Jeevan Vihar Building, Sansad Marg, New Delhi.

Yours faithfully,



(Manoj Kumar Singh)
Director to the Government of India
Tel- No: 011-23368202

Copy to:

The Technical Director, NIC, MWCD with the detailed vacancy circular for uploading the circular on Ministry's Website on the same date when published in Employment News.



(Manoj Kumar Singh)
Director to the Government of India
Tel- No: 011-23368202

F.NO.29-54/2015-WBP
Government of India
Ministry of Women and Child Development
World Bank Unit

Vacancy Circular

Applications are invited for the following posts in Central Project Management Unit (CPMU) under International Development Association (IDA) assisted ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP).

Name of position	No. of positions	Consolidated remuneration (initial)	Terms of Reference
Consultant (BCC & Capacity Building)	01	Up to Rs. 1,00,000 per month	Annex 1
Consultant (Financial Management)	01	Up to Rs.75,000 per month	Annex 2
Consultant (Procurement)	01	Up to Rs.75,000 per month	Annex 3

Details of vacancy are available in the Ministry's website www.wcd.nic.in. The applications may be addressed to the Deputy Director (WBP), Ministry of Women & Child Development, 3rd Floor, Jeevan Vihar Building, Sansad Marg, New Delhi-110001. Duly filled application form along with relevant documents may be submitted on or before 4.00 PM within one month from the date of publication of vacancy circular in the Employment News.

F.No.29-54/2015-WBP
Government of India
Ministry of Women and Child Development
(Central Project Management Unit)

*3rd Floor, Jeevan Vihar Building
Sansad Marg, New Delhi
Dated the 22nd May, 2017*

Vacancy Circular

**Hiring of Consultants for the Central Project Management Unit under the IDA assisted ICDS
Systems Strengthening & Nutrition Improvement Project (ISSNIP)**

(Credit no. 5150-IN)

Ministry of Women and Child Development is implementing International Development Association (World Bank) assisted ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP) in 162 high malnutrition burden districts of 8 States in the country, viz. Andhra Pradesh, Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh. It will be implemented in two phases – an initial preparatory/formative phase (Phase 1) of 3 years (since extended by two more years) with clearly defined benchmarks, followed by a 4 year full-scale implementation phase (Phase 2) upon meeting of the agreed benchmarks. The project has since been restructured with certain modifications in the activities and extension of time frame by two years, i.e. up to 30th December 2017. To support and manage project implementation, a Central Project Management Unit (CPMU) has been set up within the Ministry of Women and Child Development (MWCD), led by Project Director and staffed by other key government officials. It is in this context, that the Ministry seeks to hire Consultants with expertise in the specific technical areas to provide technical and management support in the implementation of the project.

Name of position	No. of positions	Consolidated remuneration (initial)	Terms of Reference
Consultant (BCC & Capacity Building)	01	Up to Rs. 1,00,000 per month	Annex 1
Consultant (Financial Management)	01	Up to Rs.75,000 per month	Annex 2
Consultant (Procurement)	01	Up to Rs.75,000 per month	Annex 3

2. Applications from eligible candidates for the aforesaid positions are invited in the enclosed Proforma (Annexure - 4) along with copies of the certificates of essential qualifications and experiences. The applications may be addressed to the Deputy Director (WBP), Central Project Management Unit, Ministry of Women and Child Development, 3rd Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001 (Tel: 23368202). Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason. Duly filled up application form along with relevant documents may be submitted on or before 4.00 P.M. within one month from the date of publication of vacancy circular in the Employment News.


(Manoj Kumar Singh)
Director to the Government of India
Tel- No: 011-23368202

Copy to: The Technical Director, NIC, MWCD for uploading the circular on Ministry's website.


(Manoj Kumar Singh)
Director to the Government of India

ToR for hiring Consultant in Central Project Management Unit (CPMU), MWCD

Position: Consultant (BCC & Capacity Building)

Qualifications, Experience and Skills

Essential:

- PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development with at least 60% marks.
- At least 5 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes.
- Expertise in MS Office including Word, Excel and Power Point.

Desirable:

- 8 years of experience of working in nutrition/ public health/ social development programmes.
- Good knowledge and understanding of public health/ nutrition programmes.
- Experience of working with Government/ Government organizations/ international agencies.
- Knowledge of project management techniques.

Scope of Work

1. Provide technical leadership and facilitate relevant strategy development for strengthening Behaviour Change Communication and Capacity Building interventions in the project.
2. Support development of annual project action plans in consultation and collaboration with the Project Director, Project Managers, other technical consultants and the SPMUs.
3. Support development of and/or review of relevant guidelines, operational manuals, documents, as required, for behaviour change communication & capacity building in the project to ensure quality and facilitate their national and state level dissemination.
4. Support designing of behaviour change communication/ capacity building interventions and pilots.
5. Identify emerging needs from the project and facilitate action through SPMU and/or through the engagement of short term consultants.
6. Support the Project Director and Project Managers in organizing and facilitating meetings with technical expert committees, relevant line ministries such as, Ministry of Health, civil society organizations and other stakeholders on issues related to behaviour change communication & capacity building.
7. Provide relevant inputs on behaviour change communication & 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.
8. Monitor and review progress of all behaviour change communication & capacity building interventions and indicators (project MIS data), identify areas and Project States/Districts in need of support and take follow up supportive action.
9. Orient and build capacities of SPMU staff on all guidelines, manuals, tools etc. prepared at the Central level related to behaviour change communication & capacity building and support their further dissemination and use.
10. Liaison and coordinate with external stakeholders.
11. Any other activity, identified by the Project Director, as relevant to the project.

Duration and Type of Contract

The position of Consultant (BCC and Capacity Building) is purely on contractual basis up to 30 December 2017 with an initial probation period of six months. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal

mechanism will also be in place, which will determine continuation of the Consultant till project end (30 December 2017).

Reporting arrangements

The Consultant will report to the Project Manager(s) and also to the Project Director.

Remuneration and Payment terms

The initial consolidated remuneration of the Consultant will be up to Rs.1,00,000/-per month, depending on the qualifications and experience of the candidate. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant in connection with performance of duty, will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed.

Qualifications, Experience and Skills

Essential:

- CA/ CS/ CMA (CWA) or full time MBA (Finance) from reputed institute with at least 60% marks.
- Post qualification experience of 5 years out of which 3 years should be in Government/ PSU/ international agencies.
- Expertise in MS Office including Word, Excel and PowerPoint.

Desirable:

- 7 years of experience in finance management.
- In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.

Scope of Work

1. *Preparation of annual budgets:* Provide support to timely preparation of project annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any). This will include obtaining budget/revised estimates from states in a timely manner so as to feed into the budget for the project at the Ministry level.
2. *Release of funds to the Project States:* Process timely release of funds to project 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;
3. *Prepare and submit Interim Unaudited Financial reports (IUFRR)/Financial Monitoring Report (FMR) to the World Bank and CAA&A:* Ensure timely (quarterly) receipt of the financial reports from the States; review and consolidate the State IUFRRs/FMRs and submit in the prescribed format to the World Bank and to CAA&A (electronically or otherwise as required) on periodic basis;
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&A website.
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.
6. *Keep track and maintain ledger book of all expenditures incurred in the CPMU* and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.
7. *Consolidate and control advance contingency bills/ receipt of utilization certificates(UC) from NGOs/other agencies* where funds are released to NGOs/other agencies from CPMU budget.
8. *Liaison with the AGCE at the central level for annual audit of the project financial statements for expenditures at the CPMU level:* this will involve preparation of annual financial statements based on reconciled project expenditures with the PAO, schedules of pending AC Bills and UCs as of 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.
9. *Addressing audit objections:* Coordinating with the States to address the audit objection/internal control weaknesses, issues of disallowances, if any.
10. *Provide financial and commercial advices and assistance* in various procurement proposals for goods and services as per the World Bank Procurement Guidelines.
11. *Provide orientation training as required to the SPMU/District Project Teams* on the Financial Management Manual prepared for the project. This will involve periodic visits to the States.
12. *Coordination with the World Bank, DEA and CAA&A:* Maintain close coordination with the Financial Management Specialist in the World Bank, concerned Officials in the CAA&A and the DEA on matters related to funds disbursement under the project;

13. *Any other finance related activities of the project* that may be assigned by the Project Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.

Duration and Type of Contract

The position of Consultant (Financial Management) is purely on contractual basis up to 30 December 2017 with an initial probation period of six months. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal mechanism will also be in place, which will determine continuation of the Consultant till project end (30 December 2017).

Reporting arrangements

The Consultant will report to the Project Manager(s) and also to the Project Director.

Remuneration and Payment terms

The initial consolidated remuneration of the Consultant will be up to Rs.75,000/-per month, depending on the qualifications and experience of the candidate. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant in connection with performance of duty, will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed.

Position: Consultant (Procurement)**Qualifications, Experience and Skills***Essential:*

- PG degree in supply chain management or full time MBA with specialization in Operations/ Materials Management/ Supply Chain & Logistics Management/ Procurement/ other related disciplines with at least 60% marks.
- At least 5 years' experience in supply chain & logistics/ procurement planning management out of which 3 years should be in Government/ PSU.
- Expertise in preparation of ToRs for consulting services, RFP and bidding documents for procurement of goods and services.
- Expertise in MS Office including Word, Excel and PowerPoint.

Desirable:

- 7 years experience in procurement planning & management.
- In-depth knowledge of supply chain management/ logistics/ procurement.
- Good understanding of the ICDS scheme will be an added advantage.

Scope of Work

1. Support in preparation of project annual actions plans with inputs on procurement related activities.
2. Based on the approved annual plans, update procurement plan of CPMU and consolidate the same for all project States periodically as required and share with the World Bank for their No Objection.
3. Share updated, approved procurement plans with all States and ensure its disclosure on the MWCD/State DWCD websites.
4. Ensure timely implementation of approved procurement plan: Support procurement of goods and services in the CPMU as per approved procurement plan following World Bank procurement guidelines for goods and consultancy services respectively.
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.
6. Secure no objections 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.
7. Support the SPMUs in all procurement related activities and ensure strict adherence to the approved procurement plan and the Procurement Manual developed under the project.
8. Prepare and issue clarifications to bidder's queries in support of fair and transparent procurement processes.
9. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised.
10. Maintain all documentation and procurement records for annual post procurement reviews.
11. Provide bi-annual procurement progress report to the Bank for their review.
12. Any other related activities of the project that may be assigned by the Project Director.

Duration and Type of Contract

The position of Consultant (Procurement) is purely on contractual basis up to 30 December 2017 with an initial probation period of six months. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal mechanism will also be in place, which will determine continuation of the Consultant till project end (30 December 2017).

Reporting arrangements

The Consultant will report to the Project Manager(s) and also to the Project Director.

Remuneration and Payment terms

The initial consolidated remuneration of the Consultant will be up to Rs.75,000/-per month, depending on the qualifications and experience of the candidate. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant in connection with performance of duty, will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed.

Format for Application Form

Recent Photograph

Recent Photograph

1. Name of Position applying for:
2. Name of the candidate:
3. Father's Name:
4. Address:
 - a) Permanent:
 - b) Present:
- c) (i) Telephone/Mobile:
(ii) Email:
5. Date of Birth and Nationality:
6. Educational Qualifications: (from graduation to professional qualification)

Sl. No.	Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)	(5)

7. One relevant Degree that needs to be considered as qualifying educational qualification in reference to the position applied for:

Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)

(Note: 1. Candidate is required to mention one of the degrees from amongst mentioned under Educational Qualifications, that he/she wants to be considered as qualifying degree in reference to the position being applied for in the application. Information mentioned here will be considered for short listing purpose as far as qualifying educational qualification is concerned.

2. Marks must be provided in % form in column 4. If marks obtained are in the form of CGPA/GPA etc. then either proper conversion formula of the concerned university/institution must be given or marks must be mentioned as converted into percentage form. Marks given in CGPA/GPA form in application will be rejected).

8. Other Trainings [Indicate significant training since degrees under Sl. No. 6- Education]

9. Work experience/Employment Record [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

S. No	From (Date)	To (Date)	Duration (Years. Months)	Employer / Organisation	Designation	Description of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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Note: 1. Exact dates of employment has to be filled in clearly in Columns 2 & 3.

2. Duration in a particular employment has to be given in Years. Months e.g. If a candidate has worked for 2 years and 6 months in an organisation it has to be filled as 2.6 in column 4 and if it is 2 years and 11 months then it has to be filled as 2.11 in column 4.

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

- Name of assignment or project:
- Year: Location:
- Client
- Main project features: Positions held:
- Activities Performed:

12. Certification : *

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, at any stage.

Date:

[Signature]

*Application with certification as above not duly signed by the candidate will be rejected at the outset.

Note:

A. Candidates must attach:-

1. Self Attested Certificates in support of the educational qualifications.
2. Self Attested Experience Certificate from respective Employer clearly indicating the date of joining and date of relieving. For the current

employment

a copy of employment indicating the date of joining.

B. Applications with insufficient information are liable to be rejected.