



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 (Social Development & Community Mobilization)	01	Up to Rs. 1,00,000 per month	Annex 1

Details of vacancy are available in the Ministry's website www.wcd.nic.in. The applications may be addressed to the Under Secretary (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. On 08.12.2016.

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 8th November, 2016

Vacancy Circular

Hiring of Consultant 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 Consultant 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 (Social Development & Community Mobilization)	01	Up to Rs. 1,00,000 per month	Annex 1

2. Applications from eligible candidates for the aforesaid position are invited in the enclosed Proforma (Annexure – 2) along with copies of the certificates of essential qualifications and experiences. The applications may be addressed to the Under Secretary (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. on 08-12.2016.

(B. B. BASESHANKAR)
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अवर सचिव/Under Secretary
महिला एवं बाल विकास मन्त्रालय
Ministry of Women & Child Dev.
भारत सरकार Govt. of India
नई दिल्ली New Delhi

Under Secretary to the Govt. of India Tel: 23368202

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

(B. B. BASESHANKAR)
अवर सचिव/Under Secretary
महिला एवं बाल विकास मन्त्रालय
Ministry of Women & Child Dev.
भारत सरकार Govt. of India
नई दिल्ली New Delhi

(B. B. Baseshankar)

Under Secretary to the Govt. of India

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

Position: Consultant (Social Development and Community Mobilization)

Qualifications, Experience and Skills Essential:

- PG degree in Social Sciences, Social Anthropology with at least 60% marks.
- At least 5 years experience in planning and implementing social development programmes with focus on community mobilization, civil society engagement and social accountability interventions.
- For applicants with PhD (in relevant area), 3 years of doctoral time would be counted as 3 years of experience.
- Expertise in MS Office including Word, Excel and PowerPoint.

Desirable:

- 8 years of experience of working in nutrition/ public health/ social development programmes.
- Experience of working with Government/ Government organizations. In-depth knowledge of key nutrition issues and nutrition programmes. Knowledge of project management techniques.
- Experience of rolling out large scale training programs across multiple Indian states, particularly in health systems strengthening.

Scope of Work

1. Provide technical leadership and facilitate relevant strategy development for promoting equity and facilitating community mobilization.
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 community mobilization and equity actions in the project to ensure quality and facilitate their national and state level dissemination.
4. Support the designing of community mobilization and equity interventions and pilots to be implemented in the project.
5. Identify emerging needs from the project and facilitate action on the same through the 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, civil society organizations and other stakeholders on community mobilization and equity issues.
7. Monitor and review progress of all community mobilization and equity interventions and indicators (project MIS data), identify areas and Project States/Districts in need of support and take follow up supportive action.

8. Monitor progress along the equity action plan, prepare periodic reports on the same, and take follow up supportive action where required.
9. Review progress and performance of community mobilization and equity interventions in the State (State project MIS data) and carry out periodic supportive supervision visits, prioritizing poor performing States/Districts.
10. Liaison and coordinate with external stakeholders.
11. Project Management support for the rollout of ICT-RTM under ISSNIP and related responsibilities.
12. Coordinate with States to ensure that the ICT-RTM activities are completed as per the timelines.
13. Support the Ministry in monitoring the rollout of ICT-RTM in eight ISSNIP states.
14. Support Ministry in managing risks, issues and bottlenecks in implementation of ICT-RTM. 15. Any other activity, identified by the Project Director, as relevant to the project.

Duration and Type of Contract

The position of Consultant (Social Development and Community Mobilization) 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.

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)

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.