

## Terms of Reference (TOR)

### Hiring of Individual Consultant/Expert for Project/s Process Documentation

#### Under Social Accountability Intervention Project (SAI)

#### 1. Background

The intervention is aimed to build trust and capacity among citizens by involving them in improving health service delivery mechanism and also holding Health Service Providers accountable and augmenting their responsiveness to the health needs of the community. Mechanisms need to be developed and implemented to enhance the Social Accountability of Service Providers and the Health System through engagement of Village Health, Sanitation & Nutrition Committee (VHSNC) and Block level PRI representatives in the State.

Under SAI, it is proposed and planned to undertake multiple complementary and interactive activities, i.e. informing citizens, creating simple feedback mechanisms, improving service response and enhancing community, household and individual health behaviours, thereby strengthening interface between health services and community.

#### 2. Area of Project

Project Design comprises of 12 Districts. The intervention will be initiated in 4238 Gram Panchayats of 51 Development Blocks of the project district. The Intervention districts are :1. Banda 2. Ambedkar Nagar 3. Mau 4. Basti 5. Kushinagar 6. Chandauli 7. SR Nagar (Bhadohi) 8. Moradabad 9. Jyotiba Phule Nagar 10. Hapur (Panchsheel Nagar) 11. Sultanpur 12. Fatehpur

#### Objective

The Project envisages to inform community of their health entitlements, facilitate monitoring based on agreed benchmark indicators and enable feedback on the indicators to the health system to facilitate corrective action in a framework of accountability, and enable the community to be partners in the process of improving the functioning of health system as envisaged by National Health Mission (NHM). The specific objectives of the Project are to:

1. Develop a design for the Social Accountability Intervention at Block and Village level to enable the community to be informed of their health entitlements,
2. Facilitate monitoring based on agreed benchmarks / indicators & enable feedback on the indicators to the health system to facilitate corrective action in a framework of accountability, and to

3. Enable the community to be partners in the process of improving the functioning of health system as envisaged by NHM.

### 3. Objective(s) of Hiring Consultant / Expert

The objective of hiring an Experienced Individual Consultant is for developing Process Document of the Project on the basis of the Tasks/Activities Performed / Reports Prepared / Audio-Video/ Photographs Collected by CDA-SIRD during the tenure of the Project.

The Hiring of Individual Consultant will be totally for Short-Term or as required time to time.

### 4. List of Tasks/ Activities Performed by CDA-SIRD in 12 Districts under SAI

Following tasks/ Activities have been completed by CDA-SIRD during the project tenure -

	Name Of Activity
<b>A1</b>	<b>State Level Activities</b>
1	State Level Consultation Workshop-I of Health Directorate, NHM, PRI, ICDS and Representatives of Development partners on program implementation design, areas of capacity building and process of community mobilization, social accountability including discussion on the need and structure for reconstitution of VHSNC etc.
2	State Level Consultation Workshop-II to develop draft score card, its indicators, design of user manual and checklist etc.
3	State level Consultation Workshop-III to develop customized training module, manual and checklist for routine monitoring of health and nutrition services for master trainers (MTs) and Training of Trainers (ToT) etc.
<b>A2</b>	<b>Capacity Building and Training of Project Staff and Officials</b>
1	Training of Trainers (ToT) for faculty of SIRD/RIRD/DIRD/Concerned line Department/Resource Persons
2	Training & Capacity Building of District and Sub District Level Project Facilitators (DC-SDC)
3	Training & Capacity Building of Project Gram Panchayat Coordinators (GPCs)
4	Sensitization Workshops of Block Level Officials
5	Capacity Building of VHSNC/VHC members and ANMs, AWWs and ASHAs
6	Organize Special Drive Campaign at Village Level to promote best services/efforts related to maternal & child health, health & hygiene, nutrition, sanitation & environment, safe drinking water, health welfare scheme, centrally sponsored schemes, etc. (04 Drives in a Blocks, 51 Blocks)
7	Jansamvad Organized at selective village/GP level/ Block level on the basis of score card mapping exercises organized at Village/ GP level with participation of AAA, Service providers, VHSNC members, PRI representatives and officials.

A3	Synergy and Advocacy
1	Under the Chairmanship of District Magistrate/ Designated Officer, District level Advocacy Meeting with the district officials (Health, ICDS & PRI, etc.) have been organized for support and assistance in project.
2	Block Level Advocacy Meeting With Block/ GP level officials (Health, ICDS, PRI, etc.) have been organized for support and assistance. (04 Drives in a Blocks, 51 Blocks).
3	Review & Planning Meeting were organized at District/ Block Level (District Training Institute), Concerned District & Sub District coordinators, Gram Panchayat Facilitators were participated. (Bi-Monthly).
4	Review & Planning Meeting were organized at State Level (SIRD UP), Concerned District & Sub District coordinators were participated. (Quarterly),
5	Training of Gram Panchayat coordinators on how to operate Tablets for online monitoring & reporting purpose were organized.
6	Score Card Training and score card mapping Activity were organized at Village level/ GP Level.

#### 5. Qualification and Experience

Sno	Educational Qualification	Experience
1.	Post Graduate in Public Health/ Health Administration/ Statistics/ Sociology/ Social Work/ Economics or Master of Business Administration	<ol style="list-style-type: none"> <li>1. Experience of preparing Process documentation report at least of one project.</li> <li>2. Proficiency in English and Hindi.</li> <li>3. Proficiency in Computer application</li> </ol>

#### 6. Payments

Payment of Individual Consultant/ Expert for preparing process document report will be made on task based and/ or per day payment basis, which will include all the necessary expenses.

It is requested to all candidates that before joining the "Walk-in-Interview" at DDUSIRDUP, kindly send your Bio-data and contact number at least 2-3 days before on prescribed Bio-data format to [spmu.sird@gmail.com](mailto:spmu.sird@gmail.com)

Dr. O. P. Pandey  
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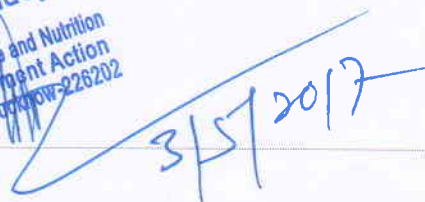
## Bio-data

Name of Candidate					
Father's Name					
Address					
Contact Number					
Email-id					
Academic and Professional Qualification					
Qualification	Board/ University/ Institution	Year of Passing	Division/Grade		
Area of Specialization	Subject	Area of Specialization			
Public Health / Statistics/					
Sociology/ Social Work/					
Economics/ Legal (Law)/					
Business Administration/					
Other					
(specify).....					
Work Experience					
Name of Organisation	Duration		Position	Detail of Work	Deliverables/ outcomes, if any.
	From	To			

I, the undersigned, certify that all the above information is true and correct to the best of my knowledge and belief.

Signature of candidate  
Date:

**Dr. O. P. Pandey**  
 Director  
 Centre for Health, Hygiene and Nutrition  
 Centre for Development Action  
 DDU, SIRD-UP, BKT, Ludhiana-228202

  
 3/5/2017