

CENTER FOR DEVELOPMENT ACTION (CDA), DDU STATE INSTITUTE OF RURAL DEVELOPMENT,

BAKSHI KA TALAB, INDAURABAG, LUCKNOW- 226202, Website: www.sirdup.in

HIRING OF SERVICES OF EXPERTS ON CONTRACT

(State/District/ Sub District level Project Staff)

Center for Development Action (CDA), DDU State Institute of Rural Development, Bakshika Talab, Indaurabag, Lucknow has been commissioned to conduct a Pilot Project on “Social Accountability Intervention” in 12 Districts of the State of UP by UPHSSP, Department of Health, Government of UP, assisted by World Bank. The objective of the Project is to assess the health and health care at the local level and use community audits of service delivery and access information to stimulate community action to demand better services, and enhance positives health behaviors.

2. Duration of the Pilot Project is approximately 12 months and project area includes 12 Districts (**Banda, Ambedkar Nagar, Sultanpur, Fatehpur, Mau, Basti, kushinagar, Chandauli, SR Nagar (Bhadohi), Moradabad, JyotibaPhule Nagar, Hapur (Panchsheelnagar)**), 72 Blocks and 4238 Gram Panchayats in the State. The project is fully funded by UPHSSP, Department of Health, Government of UP.

3. To effective implementation /execution of project intervention at State level/ District/ Sub District level, experienced team are required as per following details. At least 15 days extensive and intensive touring of SA intervention Districts at horizontal and vertical level (District/ Block/ Village) under project is expected from project staff. Preference will be given to the candidates who worked in the First Phase of SA Intervention. Educational qualification, Experience and monthly remuneration for these positions are as follows:-

SL. N	Post Name	No of Position	Qualification	Work Experience	Monthly Remunerati on (in INR)	Minimum Age Limit as on (1 st Jan, 2018)
At the State Level						
1	Project Manager	1	Postgraduate qualification: - Social Sciences/Social Work (MSW)/Rural Development/Public Health/Preventive & Social Medicine/Management.	<ul style="list-style-type: none">• Experience 10 years in development sector especially in health sector with National/ International/ Government/ Semi-Government agency.• A minimum of 5 years experience in health sector is mandate.	60,000/-	40
2	Assistant Project Manager (IEC)	1	Post Graduate degree in Mass Communication and Journalism/ Social work from a reputed and recognized University/Institution.	Minimum 5 years experience in working with National/ International/ Government/ Semi-Government/ Private Organization.	50,000/-	40

3	Manager (M&E)	1	Post Graduate in Statistics / Health Statistics / Public Health Informatics / Operations Research / Demography / Population Studies / Economics / Social Sciences.	At least 5 years experience in M&E design and implementation at the projects of National/ International/ Government/ Semi-Government/ Private organization.	50,000/-	40
4	Documentation Officer	1	Master degree in communication, English literature / Public Health.	Experience of at least 5 years in preparing documentation, reporting with National/ International/ Government/ Semi-Government/ Private Organization.	50,000/-	40
5	Manager IT	1	Master of Computer Application (M.C.A.)/B. Tech in IT / Computer Science or MSc [IT]	Minimum of 5 Years Experience with National/ International/ Government/ Semi-Government/ Private Institution.	40,000/-	40
6	System Manager	1	B. Tech in IT / or MSc (IT)	Minimum of 3 Years Experience with National/ International/ Government/ Semi-Government/ Private Organization.	30,000/-	25
7	Data Operators	2	Graduate Degree from a recognized University/ Institute. NILT/DOEACC Certificate and Fluency in Hindi and English typing is must.	Minimum 02 years experience of Data relevant work	20,000/-	25
8	Project Associate Cum Accountant	1	B.Com / M.Com/ M.B.A (Finance) from a recognized University/ Institute, Fluency in Hindi and English typing	Minimum 02 years experience of Finance and Account Management on Tally	20,000/-	25

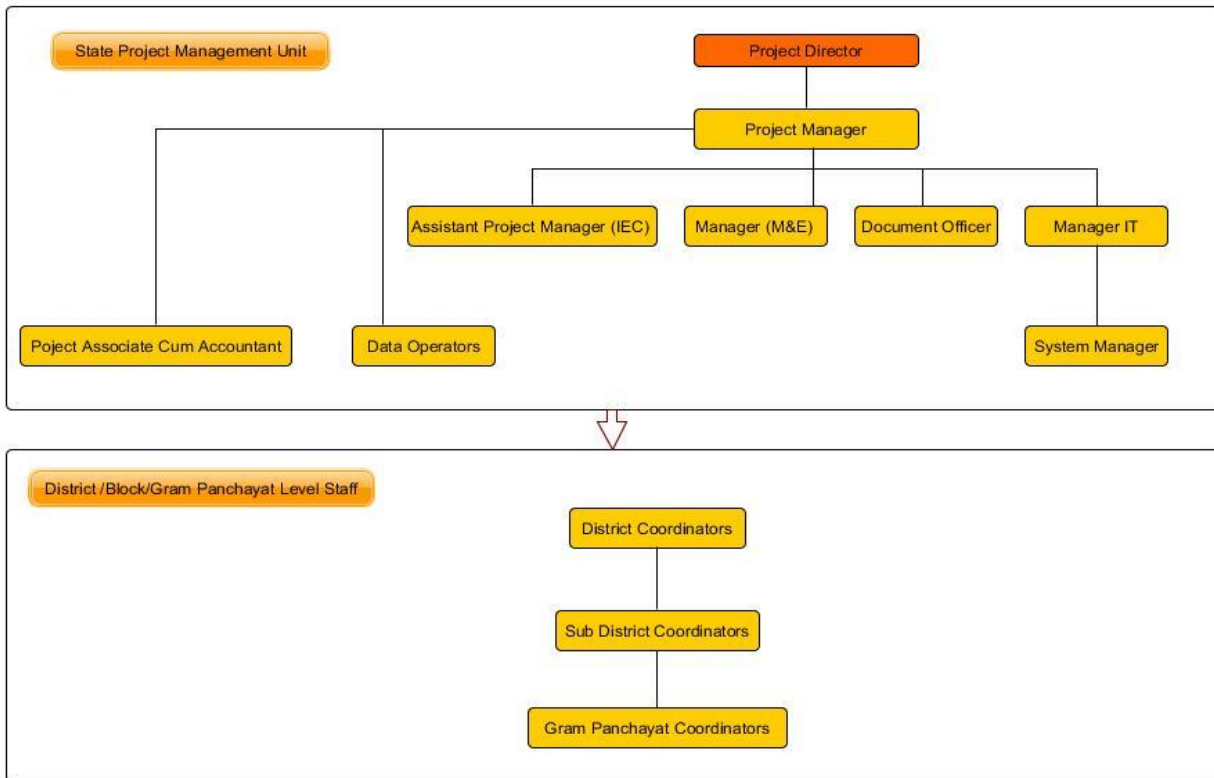
SL. N	Post Name	No of Position	Qualification	Work Experience	Monthly Remuneration (in INR)	Minimum Age Limit as on (1 st Jan, 2018)
At Districts, Blocks & Gram Panchayat Level						
9	District Coordinators	12	Masters in Social Work/Sociology/Social Sciences/MBA	Minimum 04 year experience in National/ International/ Government/ Semi-Government/ Development/ Health/ NGO's in design and implementation of community process projects.	35,500/- (inclusive Remuneration, conveyance, communication and contingency)	25
10	Sub District Coordinators	26	Masters in Social Work/Sociology/Social Sciences/M.B.A.	Minimum 03 year experience in National/ International/ Government/ Semi-Government/ Development/ Health/ NGO's in design and implementation of community process projects	21,000/- (inclusive Remuneration, conveyance, communication and contingency)	25

Application on prescribed format must be received to this office by email at spmu.sird@gmail.com up to **16th April, 2018 before 6 PM**. Candidates are required to write the name of Post applied in subject line of email. Only Shortlisted candidates will be called for Interview through email. Candidates are requested to bring all claimed experiences, Original certificates/ Documents and one set of self attested Photocopy at the time of Interview. For attending the interview no TA/ DA or any other allowance will be paid. For any conflict Chairman CDA will be the final authority.

Project Director
Center for Development Action,
DDU state Institute of Rural Development
Bakshi ka Talab , Lucknow, UP

Term of Reference (ToR)

SL.N	Name of Position	No of Position
1	Project Manager	1
2	Assistant Project Manager (IEC)	1
3	Manager (M&E)	1
4	Documentation officer	1
5	Manager IT	1
6	System Manager	1
7	Data Operators	2
8	Project Associate Cum Accountant	1
9	District Coordinator	12
10	Sub District Coordinator	26



1-Position – Project Manager – One

Job Description

- Provide administrative assistance in project planning, implementation, monitoring and follow-up of project activities.
- Guide, Support, Assist, Accountable & Responsible to Assistant Project Manager (IEC), Manager (M&E), Documentation officer, Manager-IT and District level Staff.
- Planning, Designing, development and implementation of all the activities of the project.
- Providing capacity building strategies at state, district, block levels.
- Liaisoning with Line departments, TAP-UPHSSP, NHM, TSU, SIFSA, ICDS, Panchayati Raj and other Govt. departments.
- Regular Reporting to Project Director regarding project activities.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Post Graduation in Social Sciences/Social Work (MSW)/Rural Development/Public Health/Preventive & Social Medicine/Management.
- Experience 10 years in working with National/ International/ Government/ Semi-Government/ Private Organisation.
- A minimum of 5 years experience in health sector is must.

Preferential Qualification:

- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi.
- Training capacity and skill in public health, community process & PRI members.
- Knowledge of World Bank project functioning and reporting procedure would be desirable.
- Knowledge of IT application especially MS office, web-based is desirable.

2-Position-Assistant Project Manager (IEC)-One

Job Description

- Guide, Support, Assist, Accountable & Responsible to District level Staff.
- To assist and coordinate with Project Manager of SA Intervention Project.
- Planning, Designing and implementation of the communication strategies for various activities and production under IEC (Information, Education and Communication).
- Identify Designing and production of various training tools, guidelines and modules, Audio-video, Documentary for project activities.
- Providing capacity building strategies at state, district block levels.
- Design and Developing of Reports and coordination with media.
- Regular Reporting to Project Director regarding project activities.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Post Graduate degree in Mass Communication and Journalism/ Social work from a reputed and recognized University/Institution.
- Minimum 5 years experience in working with National/ International/ Government/ Semi-Government/ Private Organisation.

Preferential Qualification:

- Experience in development sector, production of IEC material, community mobilization, participatory planning, communication, advocacy and media management, preferably in the field of Health/ Nutrition/ Panchayati Raj.
- Knowledge of recent IEC activities of health department in UP including Social Media activities
- Computer proficiency/experience with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi.
- Formal educational qualification and experience could be relaxed when there is published work of high quality or whenever there is work experience of specific relevance.

3-Position –Manager (M&E) – One

“Job Description”

- To assist and coordinate with Project Manager of SA Intervention Project.
- Guide, Support, Assist, Accountable & Responsible to District level Staff.
- Planning, Designing and implementation of project level Monitoring & Evaluation (M&E) plan and associated work plans, Monitoring Tools, collection of data, Gap analysis, interpretation and report preparation.
- Ensure quality M&E outputs/ reports for the project activities.
- Ensuring regular mentoring, training for capacity building at State/District/Block/Gram panchayat level.
- Monitor project progress through field visit, offer feedback and keep regular communication with field and PMU staff.
- Regular Reporting to Project Director regarding project activities.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Post Graduate in Statistics / Health Statistics / Public Health Informatics / Operations Research / Demography / Population Studies / Economics / Social Sciences.
- At least 5 years' experience in M&E design and implementation at the projects of National/ International/ Government/ Semi-Government/ Private organisation.

Preferential Qualification:

- Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel), GIS, SATA, SPSS or other Statistical packages.
- Both written and spoken in English and Hindi is essential
- S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision
- Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data)
- Knowledge of World Bank project functioning and reporting procedure would be desirable.

4-Position -Documentation officer – One

“Job Description”

- Support Project Manager of SA Intervention Project.
- Guide, Support, Assist, Accountable & Responsible to District level Staff.
- Systematically compiling, organizing, updating and indexing data, reports, case study, success stories and Desk review of community mobilization models at field level.
- Support Colleagues in developing project specific communication strategies, behaviour change communication and information, education and communications messages and materials.
- Prepare monthly report, quarterly, annual report, mid-line study and end-line study for impact of SAI project.
- Regular Reporting to Project Director regarding project activities.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Master degree in Communication/English literature/ Public Health.
- Experience of at least 5 Years in preparing documentation reporting with National/ International/ Government/ Semi-Government/ Private Organisation.

Preferential Qualification:

- Monitoring, supervision and Evaluation at Community Level.
- Good interpersonal and communications skills in English and Hindi (verbal and written).
- Experience in Training, documentation of models and large scale implementation projects
- Strong computer skills with good knowledge of Microsoft Word, Excel, Access, and PowerPoint

5-Position – Manager Information technology – One

Job Description

- Guide, Support, Assist, Accountable & Responsible to System Manager and District Level staff.
- Work in conjunction with Project Director and Project Manager in Planning, Designing, Implementation and Troubleshooting of qualitative and quantitative data for IT based system of the project activities.
- Provision of hands on advice/training for State/ District/ Block/ GP level staff in respect to Web panel/ Android applications, maintenance and updates.
- Regular Reporting to Project Director regarding project activities.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Master of Computer Application (M.C.A.)/B. Tech in IT / Computer Science or MSC [IT]
- Minimum of 5 Years Experience with National/ International/ Government/ Semi-Government/ Private Institution.

Preferential Qualification:

- Good knowledge and skill of designing, developing, implementing online IT and software application, Knowledge of information/ data analysis and reporting.
- Strong computer skills with good knowledge of Microsoft Word, Excel, Access, PowerPoint and Database management systems.
- Identify, Generate, Classify and maintain Database for Timely Generation Of Reports
- Good communication skill of speaking and writing in both English and Hindi.
- Good presentation and demonstration skills.

6-Position – System Manager – One

Job Description

- To assist and coordinate with Project Manager, Manager IT of SA Intervention Project.
- Guide, Support, Assist, Accountable & Responsible to District level Staff.
- Fully responsible in implementing, Troubleshooting, maintains and upgradation of IT and software applications under Social Accountability intervention project.
- Coordinate with Hardware vendors, Project staff for Distribution & maintain Hardware/ Software.
- To compile, update and maintain data as per requirement of the Project.
- Good conduct and behaviour with seniors, colleagues and project staff, and
- Regular Reporting to Project Director/ Manager-IT regarding IT updates.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- B. Tech in IT / or MSC -IT.
- Minimum of 3 Years Experience with National/ International/ Government/ Semi-Government/ Private Organisation.

Preferential Qualification:

- Having experience in Technical support of the Hardware / Software.
- Good communication skill of speaking and writing in both English and Hindi.
- Good knowledge and skill of designing, developing, implementing online IT and software application.
- Good knowledge of Microsoft Word, Excel, Access, PowerPoint and Database management systems.
- Knowledge of information/ data analysis and reporting.
- Good presentation and demonstration skills.

7-Data Operators– Two

Job Description

- Coordinate and follow-up the instructions given by senior officials.
- Coordinate for collection of data, data entry and follow-up with program staff.
- Perform data entry efficiently and systematically and regularly maintain back-up of data.
- Verify accuracy of the data entered into the computer with the help of SPMU.
- Maintain timelines and accuracy in submitting up-to-date activity logs and completed data entries and follow-ups.
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Graduate Degree from a recognised University/ Institute.
- NILT/DOEACC Certificate and Fluency in Hindi and English typing is must.
- Minimum 02 years experience of Data relevant work

Preferential Qualification:

- Proficient in MS Office.
- Good speed and accuracy in data entry.
- Flexibility and ability to handle a variety of assignments under strict deadlines.
- Ability to work in a multi-cultural work environment, diversified team as well as independently.

8-Position- Project Associate cum Accountant -one

“Job Description”

- To provide assistance in accounting procedure, collection of bills/vouchers, maintenance of ledger/Admin related work, Coordinate with SIRD/DIRD/RIRD accounts department under SA intervention.
- Maintain regular Correspondence with district level project staff and other target audience including government and stakeholders;
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- B.Com / M.Com/ M.B.A (Finance) from a recognized University/ Institute
- Fluency in Hindi and English typing
- Minimum 02 years experience of Finance and Account Management on Tally

Preferential Qualification:

- Strong writing and speaking skills in both English and Hindi;
- Knowledge of World Bank reporting procedure would be desirable;
- Strong presentation skills, logistics management, Demonstrated ability to work cooperatively in a team.

9-Position- District Coordinator

“Job Description”

- Guide, Support, Assist, Accountable & Responsible to Sub District coordinator.
- Liaisoning with PMU/ District/Block/ GP level officials for proper implementation of project activities.
- To assist and coordinate with SPMU officials. CDA- SIRD and TAP-UPHSSP officials under SA intervention project,
- To manage/ provide administrative assistance at District/ Block/ Field level in implementation, monitoring and follow-up of project,
- To provide techno-academic assistance in designing and development of procedures, guidelines, instructions and advisory notes on social accountability intervention,
- To assist and support in designing, developing, customizing Training plan, modules, Literature, IEC material for programs,
- To implement/execute capacity building & training programmes, IEC activities and social accountability interventions at District Block/ Field level under the project,
- To assist and support in designing, developing and customizing monitoring & evaluation mechanism and tools, and to collect, process, analysis prepare and submit the reports of activities
- To assist and support to the project staff working under guidance at the different level
- To be responsible for all queries, like RTI, under project,

- To do at least 15 days extensive and intensive touring of SA intervention Districts at horizontal and vertical level both (District/ Block/ Village) under project,
- Good conduct and behaviour with seniors, colleagues and project staff, and
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project

Essential Qualification:

- Masters in Social Work/Sociology/Social Sciences/MBA
- Minimum 04 year experience in National/ International/ Government/ Semi-Government/ Development/ Health/ NGOs in design and implementation of community process projects.

Preferential Qualification:

- Good communication ,presentation and demonstration skills of speaking and writing in both English and Hindi,
- Good knowledge and skill of IT application, MS office and online IT and software application, Training capability and skill in public health, community process & PRI members,
- Knowledge of World Bank project functioning and reporting procedure, information and data correction, data analysis and Reporting.

10-Position- Sub District Coordinator

“Job Description”

- Guide, Support, Assist, Accountable & Responsible to Gram Panchayat coordinator.
- Liaisoning with PMU/ District/Block/ GP level officials for proper implementation of project activities.
- To assist and coordinate with District coordinator, SPMU officials and CDASIRD and TAP-UPHSSP officials under SA Intervention project,
- To assist and coordinate with field staff in implementation, supervision, monitoring and reporting of project activities,
- To assist and support in developing implementing and monitoring key performance indicators,
- To assist and support in developing implementing and monitoring system/ mechanism (MIS) and,
- To collect data online from fields, analyse, submit reports online to the concerned,
- To assist and support in developing, customizing and building and training, IEC activities, social mobilisation target audience/ community,
- To assist and collect process information / data, reporting activities,
- Good conduct and behaviour with seniors, colleagues and project staff, and
- Any task or instruction given by project director and senior officers will be done for the betterment of SA intervention project.

Essential Qualification:

- Masters in Social Work/Sociology/Social Sciences/M.B.A.
- Minimum 03 year experience in National/ International/ Government/ Semi-Government/ Development/ Health/ NGOs in design and implementation of community process projects.

Preferential Qualification:

- Good communication ,presentation and demonstration skills of speaking and writing in both English and Hindi,
- Good knowledge and skill of IT application, MS office and online IT and software application, Training capability and skill in public health, community process & PRI members,
- Knowledge of World Bank project functioning and reporting procedure, information and data correction, data analysis and Reporting.