



JEEViKA

Bihar Rural Livelihood Promotion Society

Terms of Reference

Job Title:	Individual Consultant – Capacity Building (HNS)
Theme:	Health Nutrition and Sanitation
Level:	State Level
Duration of Assignment	Full Time for one year

1. Background of the Project:

Presently JEEViKA is implementing Behaviour Change Communication (BCC) on health, nutrition and sanitation across 534 blocks of Bihar. There are four BCC module based on health, nutrition and sanitation. For smooth training and rolling out of modules there are immense need of internal resource pool of state resource persons (SRP) and district resource pool (DRP). These SRP and DRP will further cascade capacity building trainings support to the large number of staff and cadre in the project on different HNS content based modules. Jeevika is working with the CBOs and further envisaged to reach each and every member of household specially targeted SHG members HHs through trained community cadres and health sub-committees and VO leaders.

The community cadre as well as VO health sub-committee members also needed training and handholding support through trained professionals. So, there is immense need of one state level consultant to coordinate with SRPs, DRPs, MRPs, CNRPs for rolling out capacity building training program under HNS theme.

Objectives:

- 1.** To build capacity of project staffs, SRPs, DRPs, CNRPs, community Organizations for the HNS related intervention.
- 2.** Coordinate between state and district team for timely conducting BCC training programs related to HNS.

2. Area of Operation:

The State consultant will work with Bihar Rural Livelihoods Promotion Society (BRLPS) under the direct supervision of State Project Manager-Health, Nutrition and Sanitation. S/He will provide support in 534 blocks across 38 districts of Bihar including 300 BTDP blocks.

3. Scope of work: S/he will be responsible for smooth execution of HNS-BCC capacity building trainings of SRPs, DRPs, MRPs, staffs, cadres etc.

4. Period of Consultancy:

The duration of contract of State Consultant-HNS Capacity Building will be for one year . Extension of contract period may be considered on basis of the need of the organization and performance of the consultant.

5. Role and Responsibility of State Consultant: Following responsibilities has been assigned to the consultant:

a. Training of SRP/DRP/CRP/MRP/CNRP/CM

- Prepare training plans and devise mechanism for monitoring of trainings.
- Impart HNS-BCC training for capacity building of Staffs /SRPs/DRPs/MRPs/CNRPs/CMs on regular basis.

B. Provide support to SRPs and DRPs

- S/he will be coordinate with districts team and SRPs/DRPs regarding training.
- S/he will be responsible for the deployment of SRPs/DRPs as per the demand of districts.
- S/he will be coordinate with districts regarding timely payment of SRPs/DRPs from concern districts or State.

C. MRP Management:

- Facilitation support for selection of MRPs and ensure required Capacity Building training support to MRPs.
- Set up regular review mechanism for MRPs.

D. Follow Up:

- Monitor and evaluate the progress of training and capacity building initiatives in State/ Districts.
- Undertake periodic field visits to districts/blocks to review the quality of on-going trainings, identify challenges and support States/districts for overcoming these challenges.

E. Miscellaneous:

- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.

6. Key qualification and experience of the consultant:

Name of Post	Qualification	Experience
State Consultant-Capacity Building-HNS	<p>Essential: PG degree in Rural Development/Social Work/Master from any discipline from reputed institution.</p> <ul style="list-style-type: none">• Desirable: Computer related technical skill.• Any further qualification pertaining to health and nutrition/population studies/community nutrition.	<ul style="list-style-type: none">• At least 6 years of full time Post qualification working experience with women groups, maternal and child nutrition and understanding of different kinds of programs related to health and nutrition. Proven record in setting up programs/projects with CBO's• Demonstrable technical writing and analytical skills.• Working experience of State Rural Livelihoods Mission (SRLM) will be an added advantage.

7. Ownership:

BRLPS, being the funding agency, shall be the owner of the assignment outputs. The consultant will have no right or claim to the assignment or its output once completed. Any report /research output /process documents produced as a part of this assignment will deemed to be the property of BRLPS and the consultant will not have any claim and will not use to reproduce the contents of the above documents without the written consent of BRLPS.

8. Arbitration:

Disputes shall be settled by arbitration in accordance with the following provisions:

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/ arbitration in accordance with Arbitration & Conciliation Act, 1996.

Miscellaneous; In any arbitration proceeding hereunder:

- (a) Proceedings shall, unless otherwise agreed by the Parties, be held in Patna, Bihar, (India)
- (b) The English language shall be the official language for all purposes.

9. Selection Process:

An advertisement will be published in the newspapers inviting Expression of Interest (EoI) for the above mentioned assignment and to submission of CV accordingly. Based on the mentioned eligibility criteria and relevant experience, the CVs will be scrutinized on basis of

set criteria and the shortlisted candidates will be invited for Personal Interview and the candidate found most suitable would be hired for the consultancy.

10. Payment Process:

Each month assignment will be prepared and approved by SPM-HNS. Monthly payment will be made after the submission of monthly required attendance along task performed against assigned task each month. SPM HNS will approve prescribed attendance period along with duly work done report and recommend for payment.

Consultancy fee will be as per BRLPS consultant policy for one year during which s/he will render her assigned services. Payment of consultancy will be paid after making all statutory deduction from SPMU level. The consultant will be provided four wheeler vehicle from the project for field visit against tour plan and vehicle approved by SPM-HNS.

11. Reviews and Reports:

- a) Reviews: The State Consultant will prepare one month prior activity plan based on the above mentioned deliverables duly approved by SPM-HNS. The SPM-HNS will approve the assigned daywise tasks every month and also approved tour and vehicle for field visit of the consultant as and when required. The **State Consultant – Capacity Building-HNS** will have regular review meetings with the SPM-HN and update his/her monthly plan and work done status and make new changes with due approval of SPM-HNS if any.
- b) Reports: State Consultant will submit monthly attendance and work done reports to SPM.



Reviews and Reports:

- c) Reviews: The State Consultant will prepare one month prior activity plan for deliverables approved by SPM-HNS. The assigned tasks will be

based on the above given all deliverables and will be bifurcated need based on monthly basis and accordingly assigned tasks will be approved by SPM-HNS. The SPM-HNS will approve the tasks and also approved tour and vehicle for field visit of the consultant. The state consultant will have regular review meetings along with the SPM-HN on monthly basis and evolve plan of action to make improvement if any.

- d) Reports: State Consultant will submit monthly attendance and work done reports against the assigned tasks on monthly basis.
- e) The consultant services will be for twelve months and may be extended further based on the performance of the consultant.