

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Sample Terms of Reference (TOR)

for hiring of Block Coordinators in the State of Andhra Pradesh under ISSNIP

I. Background

The State Government of Andhra Pradesh has set up a State Project Management Unit (SPMU) under the Department of Women Development and Child Welfare to implement the ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP) funded by the World Bank. The SPMU is responsible for implementation of the project in Andhra Pradesh in line with the approved annual action plans of the project. A total of 10 districts in Andhra Pradesh have been selected for implementation in the project. The Department of Women Development and Child Welfare, Govt. of Andhra Pradesh seeks to hire suitable candidates as Block Coordinators @ one in each of the blocks in the selected districts under ISSNIP to provide support for the implementation of the project activities.

II. Objective

The Block Coordinator will be recruited on contractual basis to provide management and implementation support for all project activities in the block, under the guidance of the District Coordinator and in close coordination with the ICDS Child Development Project Officer (CDPO). S/he will be responsible for the achievement of block level project targets.

III. Detailed Scope of Work

Specific tasks of the Block Coordinator will, *inter alia*, include:

- i. Support and supervise implementation of all project activities in the block
- ii. Provide inputs and support to the development of district level project action plans as well as ICDS District Annual Plans
- iii. Organize and facilitate relevant trainings for capacity building of ICDS Supervisors and AWWs in coordination with the District Team
- iv. Carry out regular monitoring and supportive supervision visits to provide on-site support to AWWs and monitor project implementation
- v. Ensure effective coordination between the existing ICDS programme activities and project activities (wherever required) in collaboration with the CDPO
- vi. Maintain all financial records and documents under the project; and provide necessary assistance to the District Coordinator during Audit of the project expenditure;
- vii. Prepare and submit the financial reports in the prescribed format to the District Coordinator every month;
- viii. Prepare monthly progress/monitoring reports in the prescribed formats and submit the same to the District Coordinator;
- ix. Coordinate with related line departments at the block level for facilitating convergent/multi-sectoral activities under the project;
- x. Facilitate engagement with community based organizations such as women's groups, youth groups etc. for partnership and support for project implementation.

IV. Deliverables

The Block Coordinator will prepare an annual work plan listing key deliverables in consultation with the District Coordinator, to be updated every six months and will submit bi-annual progress reports stating her/his accomplishments against the agreed work plan.

V. Qualification and Experience

- Graduate Degree from a recognized University in Social Sciences/Nutrition/Home Sciences, with a minimum of 2 years of work experience in any organization/NGO, preferably in the development sector.
- Experience of working with the community/local governments (Panchayat) at the grassroots level will be an added advantage;
- Good oral and written communication skills in Telugu and fair in English;
- Good computer skills/knowledge of internet/email;
- Ability to work in a team, and willingness to travel extensively.

The position is based in the block headquarter.

VI. Duration and Type of Contract

The position of Block Coordinator is purely on contract basis for the specific period of Phase 1 of the Project. The position will be offered for a period up to 31 December 2015 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 till project end (December 31, 2015).

VII. Reporting

S/he will report to the District Coordinator under the project.

VIII. Remuneration and Payment terms

The consolidated remuneration of the Block Coordinator will be Rs. 12,000/- per month and will be paid on a monthly basis. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant 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. An annual increment of about 8% is envisaged, subject to satisfactory performance.