

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Sample Terms of Reference (ToR)

for hiring of Block Project Assistants 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 Project Assistants @ one in each of the blocks in the selected districts under ISSNIP to provide support to implementation of the project activities.

II. Objective

The Block Project Assistant will be recruited on contractual basis to provide support to the Block Coordinator in all his/her functions in the effective management and implementation of the project activities in the district.

III. Detailed Scope of Work

Specific tasks of the Project Assistant, Block will be to provide all necessary support to the Block Coordinator in the following tasks:

- i. Supervising overall implementation of the project activities in the block
- ii. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team
- iii. Making regular supportive supervision visits to AWCs provide on-site support to AWWs and monitor project implementation
- iv. Maintaining all financial records and documents under the project; and providing necessary assistance to the District Team during Audit of the project expenditures;
- v. Preparing financial reports in the prescribed format for submission to the District Coordinator every month;
- vi. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc.

IV. Deliverables

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

V. Qualifications and Experiences

- Graduate Degree from a recognized University in Social Sciences/Nutrition/Home Sciences

- 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 Project Assistant is purely on contract basis or 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 Block Coordinator under the project.

VIII. Remuneration and Payment terms

The consolidated remuneration of the Project Assistant, Block will be Rs. 8,000/- 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.