

## **ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)**

### **Terms of Reference (ToR) for hiring of Consultants in the State Project Management Unit (SPMU), WD&CW Dept., Govt. of Andhra Pradesh**

*Position: Consultant (Monitoring & Evaluation)*

#### **I. Background**

The Ministry of Women and Child Development (MWCD), Govt. of India (GoI) has received a credit from the International Development Association (World Bank) for implementation of the “ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP)”. This project has been designed to support the select States and districts with high-burden of child under nutrition, in strengthening the Integrated Child Development Services ((ICDS) Programme with the long term goal of improving child development and nutrition outcomes. A total of 10 districts in Andhra Pradesh have been selected for implementation in the project. The project has a phased implementation design. Phase I of the project, to be implemented over a three year period (2012-15), will focus on critical policy and institutional reforms and on testing innovative pilots and Phase II, will be implemented subsequently over a four year period. To support and manage project implementation, a State Project Management Unit (SPMU) has been set up in Andhra Pradesh. The SPMU is headed by the Commissioner of ICDS in the State and is staffed by the State government officials and a team of technical consultants to be contracted under the project. The SPMU is responsible for implementation of the project in Andhra Pradesh in line with the approved annual action plans and procurement plans of the project. The WD&CW Dept., Govt. of Andhra Pradesh seeks to hire a team of Consultants in the SPMU having expertise and experience in the key technical areas to provide technical leadership and management support in the implementation of the project.

#### **II. Objective**

A Consultant will be recruited on contractual basis, to support the SPMU in implementation of the Monitoring & Evaluation component of the ISSNIP.

#### **III. Summary of Assignment**

The **Consultant (Monitoring & Evaluation)** will be a key member of the SPMU team and will function under the guidance of the State Project Director. The Consultant will provide technical leadership, management and implementation support for all activities relating to Monitoring, Evaluation and Decentralized Planning in the project. This includes, but is not limited to support for planning, design, operationalization, supervision, monitoring and achievement of results, working collaboratively and in close coordination with the State Team of the Technical Assistance Agency (hired at the central level), coordinating with the Central Project Management Unit (CPMU), MWCD; the World Bank Project Team, relevant line departments and other external stakeholders, for relevant inputs and facilitating convergence of efforts.

#### **IV. Detailed Scope of Work**

Specific tasks of the consultant will, *inter alia*, include:

Tasks with respect to the SPMU:

1. Provide technical leadership and facilitate decentralized planning in ICDS at the district level
2. Support implementation of all project related monitoring and evaluation activities including support the roll-out of the revised ICDS MIS across all districts in the state
3. Support development of annual state project action plans in consultation and collaboration with the Project Director, Joint Project Coordinators and other technical consultants
4. Support adaptation and/or review of relevant guidelines, operational manuals, documents for monitoring, evaluation and decentralized planning, developed by the CPMU, and facilitate their dissemination at the state, district and sub-district level
5. Support the designing of monitoring, evaluation and decentralized planning interventions to be piloted in the state and develop relevant documents to facilitate monitoring, evaluation and decentralized planning as defined by the specific needs of the state
6. Review proposals for innovations and pilots submitted by the project districts for their technical soundness and relevance in achieving project outcomes
7. Facilitate implementation of all monitoring, evaluation and decentralized planning initiatives in the project districts
8. Identify emerging needs from the project and facilitate action on the same through the State Technical Agency and/or through the engagement of short term consultants
9. Support the Project Director and Joint Project Coordinators in organizing and facilitating meetings with technical expert committees, relevant line departments such as, department of health and other stakeholders on issues related to monitoring, evaluation and decentralized planning
10. Provide relevant technical inputs to other consultants, as needed, to improve the quality, design and implementation of other activities in the project, such as facilitating the development of indicators for monitoring community mobilization and behavior change communication initiatives, results frameworks for different pilots and innovations etc.
11. Monitor and review progress of all project interventions and indicators (project MIS data), especially progress towards the achievement of trigger indicators for Phase II of the project, identify lagging districts and interventions and facilitate supportive follow up action
12. Share collated MIS data with the Project Director, Joint Project Coordinators and other technical consultants for their review and action
13. Support documentation and dissemination of best practices in the project, especially best practices in monitoring, evaluation and decentralized planning and facilitate cross learning on the same across project districts
14. Support the Project Director and Joint Project Coordinators in the preparation of quarterly and annual project progress reports, *inter alia*, providing relevant data from the project MIS, results from various operations research, evaluations etc.
15. Support the Project Director and Joint Project Coordinators in the preparation of Phase II of the project

Tasks with respect to the State Team of Technical Agency

16. Coordinate and follow up with the state team of the technical agency for ensuring timely action on all deliverables related to monitoring, evaluation and decentralized planning that they are tasked with
17. Inform the state technical agency about emerging needs and requirements during the course of project implementation, and facilitate action on the same through the development of ToRs, processing relevant approvals etc. , as required
18. Review all documents, guidelines, manuals, etc. prepared by the state technical agency related to monitoring, evaluation and decentralized planning and provide technical inputs, as required, to ensure quality; and facilitate the dissemination of the same

Tasks with respect to the CPMU

19. Identify areas where support is required from the CPMU and seek guidance on the same
20. Coordinate with the CPMU, obtaining necessary approvals, inputs and feedback on activities and documents prepared under the project
21. Periodically share progress reports with relevant counterparts at the CPMU and collate and provide relevant information as and when required by the CPMU

Tasks with respect to District Teams

22. Support project districts in the preparation of district annual project action plans, focusing on monitoring, evaluation and decentralized planning initiatives
23. Orient and build capacities of district and block level project staff on all monitoring, evaluation and decentralized planning related guidelines, manuals, tools etc. prepared at the State level and facilitate the development of action plans for their further dissemination and use at the district and block level
24. Guide and support district and block level staff in implementing monitoring, evaluation and decentralized planning initiatives in a timely manner, with quality
25. Review progress and performance of all project interventions in the district (district MIS data), with a focus on monitoring, evaluation and decentralized planning interventions and carry out periodic supportive supervision visits, prioritizing poor performing districts

Interface with the external stakeholders

26. Liaison and coordinate with the World Bank through SPMU, seeking inputs, guidance, support as necessary to ensure smooth implementation of project activities
27. Liaison and coordinate with development agencies/Civil Society Organizations/NGOs to ensure complementarity in efforts and explore possible avenues of engagement and support
28. Any other activity, identified by the Project Director, as relevant to the project

## **V. Deliverables**

The Consultant will develop an annual work plan, listing specific activities, timelines and key deliverables, in consultation with the State Project Director and the concerned Joint Project Coordinator in the SPMU. Such work plan will be in line with the approved State Annual Action Plan (AAP). Performance of the Consultant will be measured against such work plan and it will be updated every six months. Consultant will submit quarterly progress reports stating her/his accomplishments against the agreed work plan and also submit any other reports as required by the project.

## **VI. Qualifications, Experience and Skills**

*Essential:*

- (i) Post Graduate Degree in Statistics/Economics/Demography/Anthropology/Development Planning/Social Work
- (ii) At least 5 years of progressive experience of monitoring and evaluation in public health/nutrition or any large social sector programmes. *(For PhD applicants, 2 years of doctoral time may be counted as experience).*
- (iii) In-depth knowledge of M & E techniques and methodologies including knowledge of conducting operations research, household surveys and qualitative assessments
- (iv) Experience of developing MIS tools and facilitating M&E trainings
- (v) Experience of working with the government/development partners in the areas of M & E/decentralized planning will be an added advantage
- (vi) Excellent oral and written communication skills in English and ability to converse in local language; and
- (vii) Good computer skills (knowledge of excel, powerpoint etc)

*Desirable:* Ability to work effectively in a team, interact persuasively with a range of stakeholders, and travel extensively.

## **VII. Duration and Type of Contract**

The position of Consultant (M & E) is purely on contract basis for the specific period of Phase 1 of the Project only. 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 of the Consultant till the project end (December 31, 2015).

## **VIII. Reporting**

The Consultant will report to one of the Joint Project Coordinators in the SPMU and will also have a line of reporting on technical aspects with the M & E Consultant in the CPMU, MWCD.

## **IX. Remuneration and Payment terms**

The consolidated remuneration of the Consultant will be Rs. 60,000/-per month. 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 re-imbursed. An annual increment of about 8% is envisaged, subject to satisfactory performance.