

Maharashtra State Rural Livelihoods Mission

Terms of Reference (ToR)

For Individual Consultant for WASH and Nutrition

Background

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been constituted under the aegis of the National Rural Livelihoods Mission (NRLM) in Maharashtra in July 2011 with the support of the Government of India, the World Bank and the Government of Maharashtra. For effective implementation, the mission has been registered under the Societies Registration Act 1860 as an independent society under the chairpersonship of the Hon. Chief Minister of the state. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The mission envisions poverty elimination through social mobilization, institution building, financial inclusion and the creation of several models of sustainable livelihoods so that each poor family is able to secure incremental annual income. The key task under the mission is to reach out to all rural poor households of Maharashtra and stay engaged with them till they come out of poverty. The mission will bring about a paradigm shift in the approach to rural livelihoods and rural poverty eradication in that it engages directly with institutions of poor and empowers them to find lasting solutions to poverty. It sees the poor as the engines of growth rather than mere receivers of aid or being dependent on ‘trickle down’. The NRLM believes that poor have the innate capabilities to overcome poverty if they are supported with sensitive, dedicated and responsive institutions at one level and by building strong and sustainable institutions of the poor themselves on the other.

The State Mission Management Unit (SMMU) has been already established and effectively functioning under the leadership of the Chief Executive Officer, Chief Operating Officer and other team members. The mission is implemented through three strategies viz intensive, semi-intensive and non-intensive.

This document is the draft Terms of Reference (ToR) to define the scope of work for Individual Consultants for WASH and Nutrition.

Objectives of the assignment:

- The assignee will work on providing better access of sanitation services across Maharashtra.
- The assignment is designed to increase access to knowledge and practice about health and nutrition in rural communities in Maharashtra.
- The assignment will be delivering door step solution to the issues of malnutrition and access to better health services to mother and child in Maharashtra.

Area of Work and Deliverables (Not Limited To)

1. She/he shall design the training programmes, capacity building workshops for the *Convergence Sakhi (WASH Nutrition Community Cadre of MSRLM)* concerned stakeholder such as Anganwadi Worker, ASHAs, RJMMCHN master trainers, block and district staff of UMED, ICDS and health department etc.
2. Designing community oriented IEC material for nutrition pilot would be significant role s/he has to play as awareness generation among rural women and adolescent girl regarding improved health and nutrition practices is important aspect of the project.
3. Development of Kitchen Garden and access to five food group within the community.
4. S/he shall coordinate with ICDS and Health department to smoothen the implementation process.
5. Promote best practices of Nutrition & WASH in community.
6. Developing tool/s to monitor the implementation processes at village/block/district level and continuous evaluation of the same.
7. Should be well versed with Marathi and English.
8. Should be open to travel
9. MSRLM will have all rights to decide on the assignment to be given to the consultant as required by the organization.

Reporting

- The consultant will report to the CEO Maharashtra state Rural Livelihoods Mission.
- Will work under the guidance of Dy. Director-Convergence.
- Will coordinate with the Mission Manager-Convergence

Data, services and facilities to be provided by the client:

The mission will provide access to all the documents, reports and any other secondary data for the purpose of this assignment. It shall also facilitate introduction/linkages with other line departments of the government, banks and financial institutions

Duration of the Assignment:

- The assignment will for a period of one year from the date of signing of the contract and may be extended further up to one year depending upon the performance of individual consultant and requirement of MSRLM.
- In case of discontinuance, either party is required to give one month notice of one month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

Composition of Review Committee and Procedure for review of Progress:

The proposed assignment will be reviewed and monitored by a review committee on a Half Yearly/ quarterly basis at suitable place. Review committee will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chief Executive officer with following members.

Members	Designation	Representation
Chief Executive officer	Chairperson	SRLM/State Govt.
Additional Director	Member Secretary	SRLM/State Govt.
Deputy Director – Convergence	Member	SRLM/State Govt.
Mission Manager-Convergence	Member	SRLM
State Mission Manager Procurement	Member	SRLM

Required qualification and experience:

Qualification, experience of a consultant required for the assignment

Essential:

- 2 years Post Graduate Degree/Diploma in Social Work or Development Studies or Nutrition or Public Health.
- Minimum 10 years of Experience of working with Rural Communities out of which 5 years minimum for Health, Nutrition & WASH.
- Knowledge of English and Marathi.

Desirable:

- Hands on experience of giving training and capacitating rural communities.
- Experience of working with Government with large projects on Health and Nutrition.
- Experience of working with Community Based Organizations.

Documents to be submitted along with CV for evaluation:

- Duly signed application form (in the given format only)
- Supportive documents for education and experience.

Professional fees

- The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- Monthly professional fees – Rs.60,000/- (Rs. Sixty Thousand only) will be paid against submission of work done for the Month of which the claim of honorarium is being made.
- TDS will be deducted while making the payment as per the statutory requirements.
- Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- Travelling charges to the field for the purpose of the assignment will be calculated from consultant's home location (i.e. State Mission Management office or District Mission Management office.)
- In addition UMED will reimburse the cost of boarding, lodgings, food expenses and travel incurred during the assignment (during the field visit) as per the benefits provided to District Managers .
- Increment of 5% will be given for the next year based on the performance of the consultant during the assignment period

**Sd-
R.Vimala IAS
Chief Executive Officer**

SECTION - B**1. Educational Details (From S.S.C. onwards)**

Sr. No.	College/ Institute	University / Board	Qualification	Mark %	Year of passing	Subjects/ Specialization

2. Other Courses / Additional Qualification

Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

3. Workshops & Trainings Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

SECTION C**1. Nature of present employment: - (contract /permanent)**

2. Work Experience Details

Sr. No.	Name of Organization	Joining date	Leaving date	Total Experience in Years, Month and Days	Position held	Please write the detailed Role & Responsibilities handled. Use additional papers if required

3. A. Total work Experience: _____ Years _____ Months

B. Relevant work experience _____ Years _____ Months

4. Please write why you find yourself suitable for this position in maximum 200 words:

5. Details of the current / last employment:

Current/Last Employer Place	Per month Salary in Rs.	Annual Salary in Rs.

1. Languages Known:

Sr. No.	Languages	Speak	Read	Write
1	English			
2	Marathi			
3	Hindi			
4	Any Other			

Please mention fluency level (**Very Good/Good/Poor**)

2. Extra Curricular Activities / Interests

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3. Any other information the applicant would like to mention: (Research papers, Publications, Membership with professional organizations, International exposure etc)

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4. Computer Skills Details:

- (1)
- (2)
- (3)

5. References:

Sr. No.	Name	Contact No.and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:
Place:

Applicant Signature

Note:

- 1. Application should be typed and signed by the applicant
- 2. Application along with self-attested required documents (copies) should be send in sealed envelope superscripted as APPLICATION FOR POST OF INDIVIDUAL CONSULTANT - **Please specify position**
- 3. Incomplete applications shall not be rejected.
- 4. Application received without mentioning the name of position shall be rejected and no further communication shall be made.
- 5. Applications received after due date for whatever reason shall not be accepted.
- 6. Last date for submission of applications is 21st August 2018 up to 5 PM.