



No./DWCD/IDA-ISSNIP/PoC/2013-14/
Zilla Parishad, Amravati
Women and Child Development
(District Project Management Unit)
Vacancy Circular

Applications for the following posts and Consultant positions are invited for the District Project Management Unit as well as Block Project Management Unit of the IDA assisted ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)– World Bank Project:

Sl. No.	Name of Contractual Positions	No. of positions	Consolidated remuneration
A. District level Post			
1	District Coordinator	01	Honorarium @ Rs. 30,000/- per month (with 8 % increment every year)
2	Project Assistant	01	Honorarium @ Rs. 15,000/- per month (with 8 % increment every year)
B. Block / Project Level Post			
No. of positions		Consolidated remuneration	
1	Block Coordinator	17	Honorarium @ Rs. 12,000/- per month (with 8 % increment every year)
2	Project Assistant	17	Honorarium @ Rs. 8,000/- per month (with 8 % increment every year)

The detailed advertisement is available on ICDS's website www.icds.gov.in .

Date:

Chief Executive Officer
Zilla Parishad, Amravati

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

I

**Terms of Reference (ToR) for hiring of District Coordinator & District Project Assistant
in the Amravati Dist.-State of Maharashtra under ISSNIP
Vacancy Circular**

The State Government of **Maharashtra** has set up a State Project Management Unit (SPMU) under the Department of Women and Child Development 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 **Maharashtra** in line with the approved annual action plans of the project. A total of 20 districts in **Maharashtra** have been selected for implementation in the project. The Department of Women and Child Development, **Maharashtra** seeks to hire suitable candidates under ISSNIP to provide support to management, monitoring and implementation of the project activities.

SL. NO.	Name of the positions	No. of positions	Consolidated remuneration (initial)	Terms of Reference
1	District Coordinator	01	Honorarium @ Rs. 30,000/- per month (with 8 % increment every year)	Annex-1
2	Project Assistant	01	Honorarium @ Rs. 15,000/- per month (with 8 % increment every year)	Annex-2

Applications from the eligible candidates for the aforesaid positions are invited in the enclosed proforma (Annex-3) along with attested copies of the certificates of essential qualifications and experiences. The applications may be addressed to the **Office of Deputy Chief Executive Officer (Child Development), Zilla Parishad, Amravati**. Application received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The **Chief Executive Officer, Zilla Parishad, Amravati** reserves the rights to reject any or all applications without assigning any reason. Last date of submission of application is –Dt. 31 /03 /2014 (during office hours)

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

**Terms of Reference (ToR) for hiring of Consultants
for hiring of District Coordinator for Amravati Distt. in the State of Maharashtra
under ISSNIP**

I. Objective

The District Coordinators will be recruited on contractual basis to provide the required management and implementation support for all project activities in the district, under the overall guidance of the State Project Director and in coordination with the ICDS District Programme Officer (DPO). S/he will be responsible for the achievement of district level project targets.

II. Detailed Scope of Work

Specific tasks of the District Coordinators will, *inter alia*, include the following:

- a) Develop district level project annual action plans in coordination and consultation with the DPO;
- b) Provide support to preparation of the ICDS District Annual Plans with assistance of the State/District Team of the Technical Assistance Agency (hired by the Central Project Management Unit of the MWCD);
- c) Support and supervise timely implementation of all project activities and pilots in the district;
- d) Make regular monitoring and supportive supervision visits to provide on-site support to Block Coordinators and the ICDS Supervisors;
- e) Periodically assess capacity building needs of district and block level project staff and ICDS functionaries and organize and facilitate relevant trainings in coordination with the SPMU;
- f) Ensure effective coordination between the existing ICDS programme activities and project activities (wherever required) in collaboration with the DPO;
- g) Ensure timely allocation of budgets to the blocks and maintain database of funds received and allocated to the blocks under the project;
- h) Maintain all financial records and documents under the project and provide necessary assistance to the Audit as and when required;
- i) Prepare and submit the financial reports in the prescribed format to the SPMU every month within 10 days of end of the month;
- j) Prepare monthly progress/monitoring reports in the prescribed formats and submit the same to the SPMU;
- k) Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the project;
- l) Facilitate ongoing capacity building initiatives for ICDS functionaries; and
- m) Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.

III. Deliverables

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

IV. Qualifications and Experience

Essential: Post Graduate Degree/Post Graduate Diploma in Management/Social Sciences/ /Public Health/ Nutrition, with at least 3 years of work experience in the relevant areas.

Desirable: Understanding of the social sector programmes relating to health, nutrition, education, water and sanitation etc.; Experience of capacity building, working with NGOs; and demonstrated planning, management and supervisory skills; Good oral and written communication skills in Marathi and English; Good computer skills; Ability to work in a team, and willingness to travel extensively. The position is based in the district headquarter.

V. Duration and Type of Contract

The position of District 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).

VI. Reporting

S/he will report to one of the Joint Project Coordinators (JPCs) in the State Project Management Unit (SPMU) at the State HQs.

VII. Remuneration and Payment terms

The consolidated remuneration of the District Coordinator will be Rs. 30,000/- 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.

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

**Terms of Reference (ToR) for hiring of Consultants
for hiring of District Project Assistants For Amravati Distt. in the State of Maharashtra
under ISSNIP**

I. Objective

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

II. Detailed Scope of Work

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

- i. Development of district level project action plans and also ICDS District Annual Plans
- ii. Monitoring and supervision of implementation of all project activities in all the blocks
- iii. Organization of relevant trainings for functionaries at the district and block level
- iv. Compilation of block-wise monthly progress/monitoring reports and preparation of the district progress reports on the project
- v. Providing relevant information/reports to the SPMU as and when required
- vi. Allocation of budgets to the blocks and maintaining database of funds received and allocated to the blocks under the project;
- vii. Maintaining all financial records and documents under the project and to provide necessary assistance to the Audit as and when required;
- viii. Preparation and submission of the financial reports in the prescribed format to the SPMU every month within 10 days of end of the month;
- ix. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the project;
- x. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation;
- xi. Any other activity relevant to the project, identified by the District Coordinator.

III. Deliverables

The Project Assistant, District will develop 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.

IV. Qualifications and Experiences

- Post Graduate Degree/Post Graduate Diploma in Management/Social Sciences/ Nutrition, with at least two years of work experience, preferably in the development sector. In case of Graduate Degree, a minimum work experience of 4 years will be required.
- Experience of working with NGOs/any Govt. Deptt will be an added advantage
- Good oral and written communication skills in Marathi and fair skill 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 district headquarter.

V. Duration and Type of Contract

The position of Project Assistant 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).

VI. Reporting

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

VII. Remuneration and Payment terms

The consolidated remuneration of the Project Assistant, District will be Rs. 15,000/- 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.

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Department of Women & Child Development, Govt. of Maharashtra

PROFORMA (For Dist. Posts. Amravati Dist.)

Application for the post of

Paste a recent passport size photograph with signature across the photo

1. **Proposed Position (Post):** _____2. **Name:** _____3. **Father's Name:** _____4. **Address:**a) **Permanent:** _____b) **Present:** _____5. **Telephone/Mobile/E-mail:** _____4. **Date of Birth:** _____ **Nationality:** _____5. **Education:** (from graduation to professional qualification)

<i>Sr. No</i>	<i>Level Exam</i>	<i>Board/Institution</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Remarks</i>

6. Membership of Professional Associations (if any): _____

7. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]:

8. Work experience/Employment Record [*Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

Responsibility handled: _____

9. Languages [*For each language indicate proficiency: good, fair, or poor in,*]:

<u>Sr. No</u>	<u>Language</u>	<u>speaking</u>	<u>reading</u>	<u>writing</u>
<u>1</u>	<u>Marathi</u>			
<u>2</u>	<u>English</u>			
<u>3</u>	<u>Hindi</u>			

10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature & Name of Applicant]

Day/Month/Year

Note: Evaluation of the profile of the consultant will be done in accordance with procurement guidelines of the individual Consultant as specified in chapter V (para 5.1 to 5.6) of the Guidelines for selection and employment of consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January, 2011

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

I

Terms of Reference (ToR) for hiring of Block Coordinator & Project Assistant at ICDS Project Levels (Urban, Rural, Tribal Projects) in the Amravati Dist.-State of Maharashtra under ISSNIP

Vacancy Circular

The State Government of **Maharashtra** has set up a State Project Management Unit (SPMU) under the Department of Women and Child Development 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 **Maharashtra** in line with the approved annual action plans of the project. A total of 20 districts in **Maharashtra** have been selected for implementation in the project. The Department of Women and Child Development, Govt. of **Maharashtra** seeks to hire suitable candidates as Block Coordinator & Project Assistants @ one in each of the block (as per the attached list) in **Amravati district** under ISSNIP to provide support to implementation of the project activities.

SL. NO.	Name of the positions	No. of positions	Consolidated remuneration (initial)	Terms of Reference
1	Block Coordinator	17	Honorarium @ Rs. 12,000/- per month (with 8 % increment every year)	Annex-1
2	Project Assistant	17	Honorarium @ Rs. 8,000/- per month (with 8 % increment every year)	Annex-2

Applications from the eligible candidates for the aforesaid positions are invited in the enclosed proforma (Annex-3) along with attested copies of the certificates of essential qualifications and experiences. The applications may be addressed to the **Office of Deputy Chief Executive Officer (Child Development), Zilla Parishad, Amravati**. Application received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The **Chief Executive Officer, Zilla Parishad, Amravati** reserves the rights to reject any or all applications without assigning any reason. Last date of submission of application is -Dt. 31 /03 /2014 (during office hours)

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Terms of Reference (ToR) for hiring Block Coordinator at ICDS Project Levels (Urban, Rural, Tribal Projects) in the Amravati Dist.-State of Maharashtra under ISSNIP

I. 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.

II. 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.

III. 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.

IV. 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 Marathi 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.

V. 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).

VI. Reporting

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

VII. 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.

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Terms of Reference (ToR) for hiring Project Assistant at ICDS Project Levels (Urban, Rural, Tribal Projects) in the Amravati Dist.-State of Maharashtra under ISSNIP

I. 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.

II. 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:

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

III. 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.

IV. 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 Marathi 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.

V. 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).

VI. Reporting

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

VII. 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.

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Department of Women & Child Development, Govt. of Maharashtra

PROFORMA (For Block Project Posts Amravati dist.)

Application for the post of

Paste a recent passport size photograph with signature across the photo

1. **Proposed Position (Post):** _____2. **Name:** _____3. **Father's Name:** _____4. **Address:**a) **Permanent:** _____b) **Present:** _____5. **Telephone/Mobile/E-mail:** _____4. **Date of Birth:** _____ **Nationality:** _____5. **Education:** (from graduation to professional qualification)

<i>Sr. No</i>	<i>Level Exam</i>	<i>Board/Institution</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Remarks</i>

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6. Membership of Professional Associations (if any): _____

7. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]:

8. Work experience/Employment Record [*Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

Responsibility handled: _____

9. Languages [*For each language indicate proficiency: good, fair, or poor in,*]:

<u>Sr. No</u>	<u>Language</u>	<i>speaking</i>	<i>reading</i>	<i>writing</i>
<u>1</u>	<u>Marathi</u>			
<u>2</u>	<u>English</u>			
<u>3</u>	<u>Hindi</u>			

10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature & Name of Applicant]

Day/Month/Year

Note: Evaluation of the profile of the consultant will be done in accordance with procurement guidelines of the individual Consultant as specified in chapter V (para 5.1 to 5.6) of the Guidelines for selection and employment of consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January, 2011

List of Block Projects in the District.			
Sr.No.	Name of District	Name of Project	Nature of Project
1	AMARAVATI	ACHALPUR	Rural
2	AMARAVATI	ACHALPUR, DARYAPUR, ANGANGAON, WARUD, MORSHI	Urban
3	AMARAVATI	AMARAVAI-1	Urban
4	AMARAVATI	AMARAVATI	Rural
5	AMARAVATI	AMARAVATI (U)	Urban
6	AMARAVATI	ANJANGAON	Rural
7	AMARAVATI	BHATKULI	Rural
8	AMARAVATI	CHANDUR (BAR.)	Rural
9	AMARAVATI	CHANDUR (RLY.)	Rural
10	AMARAVATI	CHIKHALDARA	Tribal
11	AMARAVATI	DARYAPUR	Rural
12	AMARAVATI	DHAMANGAON (RLY.)	Rural
13	AMARAVATI	DHARNI	Tribal
14	AMARAVATI	MORSI	Rural
15	AMARAVATI	NANDGAON(KH)	Rural
16	AMARAVATI	TEOSA	Rural
17	AMARAVATI	WARUD	Rural