

ADMINISTRATION OF DAMAN & DIU (U.T)
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER
MOTI DAMAN

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Date 27/4/2018

ADVERTISEMENT

The Secretary, Women and Child Development, UT of Daman and Diu invites applications for the following posts under National Nutrition Mission for State Nutrition Resource Centre-State Project Management Unit (SNRC-SPMU) at Daman purely on short term contract basis.

Sr. No.	Name of Post	Essential Qualification and Experience
1	Consultant (Planning, Monitoring & Evaluation) Vacancy – 1 Remuneration – Rs.60,000 pm	PF degree / diploma in Management / Computer Applications / Computer Science or B.Tech/ BE in IT/Computer Engineering or PG in Science with formal training on IT/Computer with at least 55% marks. <ul style="list-style-type: none"> At least 3 years experience in IT/ICT systems implementation and analysis. Project management experience. Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M & E methodologies.
2	Consultant (Health & Nutrition) Vacancy – 1 Remuneration – Rs.60,000 pm	PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development community medicine with at least 55 % marks. <ul style="list-style-type: none"> At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes. For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. Expertise in MS Office including word, Excel and power point.
3	Consultant (Capacity Building & BCC) Vacancy – 1 Remuneration – Rs.60,000 pm	PG degree in Social Sciences/ Health Communications/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks <ul style="list-style-type: none"> At least 3 years experience in planning and implementing behavior change communication and capacity building interventions in public health/nutrition programmes. Professional experience in planning, implementation and monitoring of training programs at state and district levels.
4	Accountant Vacancy – 1 Remuneration Rs.30,000 pm	<ul style="list-style-type: none"> PG degree in Commerce / Accounting/ CWA – Inter / CA inter with at least 50% marks At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/PSU Expertise in MS Office including Word, Excel and PowerPoint. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Government employees retired as Accountant with least five year experience /Accounts Officer/Audit Officer with at least 3 year experience.
5	Project Associate Vacancy – 1 Remuneration 25,000 pm	Graduate in Computer Science or IT <ul style="list-style-type: none"> At least 2 years work experience in the relevant field Formal training in IT/mobile applications Experience in working with technology and software application support. Previous experience in working with front line workers of government dept. and training on IT/Mobiles/Computer.


6	Secretarial Assistant/DEO Vacancy-2 Remuneration Rs.15000/- pm	12 th /Diploma or equivalent in relevant field / subject (Administrative field) from recognized board. <ul style="list-style-type: none"> • Experience in computer operations and general admin / clerical works of at least 2 years • Preference will be given to person having good command in English, Hindi and regional language.
7	Peon Vacancy – 2 Salary – 8,000 pm	10 th pass.

Detail Terms of Reference are available on Website of UT Administration of Daman and Diu <http://www.daman.nic.in/jobs-daman-diu.asp>. Eligible and desirous candidates must apply with detailed bio data along with self attested copies of related documents of qualification, experience, etc and should be sent by RPAD/ courier or by hand or by email on or before 18.05.2018 in sealed cover subscribing in bold letters Application for the post of ___ and address to Deputy Secretary (SW), office of the CDPO, District Panchayat, Dholar, Moti Daman or email on cdpo-dmn-dd@nic.in.

The list of shortlisted/eligible candidates along with venue details for further selection process will be uploaded on website on 23.05.2018 at 18:00 Hrs.

The shortlisted/eligible candidates as per finalized list may report at the venue for further selection process on 31.05.2018 at 09:00 hrs .

Domicile of Daman and Diu will be given preference. No TA/DA will be paid for attending the interview.


(Krishan Kumar)
 Deputy Secretary
 Social Welfare Dept.
 Daman.

Annexure-XXV

(Refers to paragraph 5.3.3.2)

Terms of References (ToR) for hiring Technical Consultants in SNRC-SPMU, NNM

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1	Consultant (Planning, Monitoring & Evaluation)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	PG degree/diploma in Management/ Computer Applications/Computer Science or B. Tech/BE in IT/Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks. • At least 3 years experience in IT/ICT systems implementation and analysis. • Project management experience. • Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies • Excellent oral and written communication skills in English and conversant in local language. • Good computer skills.	<ul style="list-style-type: none"> • 5 years of experience in IT system implementation and analysis. • Experience in managing large scale technology implementation in Government. • Experience of working with Government/Government organizations. • Experience in implementation of mobile technology for community health or nutrition (m-Health) programs. • Knowledge of statistical software packages (e.g. SPSS, STATA, etc.) • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICT- RTM) of ICDS with completion dates for the same; 2. Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks; 3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.; 4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM; 5. Follow-up and facilitate necessary assistance to ensure that the Mission plan is implemented in project districts in a timely manner; 6. Facilitate dissemination of relevant guidelines, reporting formats, training

					<p>manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.</p> <p>7. Develop a program evaluation framework to identify areas for improvement;</p> <p>8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MWCD;</p> <p>9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts;</p> <p>10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;</p> <p>11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.</p> <p>12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.</p> <p>13. Periodically share progress reports detailing tasks completed and issues/ escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.</p>
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				<div>14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.</div> <div>15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.</div> <div>16. Any other activity, identified by the Director in-charge of Mission, as relevant to the Mission.</div>
2	Consultant (Health & Nutrition)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<div><div>• PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks</div><div>• At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.</div><div>• For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</div></div> <div><div>• 5 years of experience of working in nutrition/ public health/ social development programmes.</div><div>• Experience of working with Government/ Government organizations/ inter-organizations.</div><div>• In-depth knowledge of key nutrition issues and nutrition programmes.</div><div>• Knowledge of project management techniques.</div></div>	<div>1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission.</div> <div>2. Provide managerial leadership and facilitate development of annual Mission's work plans.</div> <div>3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions.</div> <div>4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicative</div> <div>5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission, developed by MWCD, at the state, district and sub-district levels.</div> <div>6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD.</div>

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				16. Any other activity, identified by the stakeholders. Director, as relevant to the Mission.	
4	Consultant (Capacity Building & BCC)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted,	<ul style="list-style-type: none">• PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks• At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes.• Expertise in MS Office including Word, Excel and PowerPoint.• Professional experience in planning, implementation and monitoring of training programs and state and district levels.• Excellent oral and written communication skills in English and ability to converse in local language.	<ul style="list-style-type: none">• 5 years of experience of working in nutrition/ public health/ social development programmes.• Good knowledge and understanding of public health/ nutrition programmes.• Experience of working with Government/ Government organizations/ international agencies• Knowledge of project management techniques	<ol style="list-style-type: none">1. Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission. Support development of work plans and budget for all training plans under2. Mission in consultation and collaboration with the Director in-charge of Mission and other technical consultants.3. Coordination with the State Department of Women and Child Development/Social Welfare, SNRC-SPMU team, training institutes, State skill development mission, State IT missions and relevant Development & NGO partners for effective deployment of training programs.4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.5. Provide technical support to training programs at state, district, block, sector and Aanganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, including CAS deployment, and Incremental Learning and follow up on quality of training program.7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator <input type="checkbox"/>8. Coordinate documentation relating to assessment of training programs.9. Ensure maintenance and management of records and progress reports at

				sector, block, district and state levels.
				10. Ensure data for indicators on training within the results monitoring framework of the Mission is updated every six months and made available to the NNRC-CPMU.
				11. Monitor and review progress of all training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.
				12. Support designing of behaviour change communication interventions and pilots, if any.
				13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and Family Welfare, Civil Society Organizations and other stakeholders on issues related to behaviour change communication & capacity building.
				14. Monitor and review progress of all behaviour change communication & capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.
				15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.
				16. Orient and build capacities of district and block level Mission staff on all

				training related guidelines, manuals, tools etc. 17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings. 18. Prepare training plan progress report detailing those who have received/missed training. 19. Ensure timely conduction of refresher trainings. 20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent Verification Agency. 21. Any other activity, identified by the Director, as relevant to the project.	
6	Accountant	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.	<ul style="list-style-type: none">• PG degree in Commerce/Accounting/ CWA-Inter/CA-Inter with at least 50% marks• At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/PSU.• Expertise in MS Office including Word, Excel and PowerPoint. <p>Or</p> <ul style="list-style-type: none">• Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.	<ul style="list-style-type: none">• 5 years experience in accounting with exposure in budgeting & auditing.• Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.• Strong computer skills, especially in the use of MS Word and Excel.	1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD. 2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any. 3. Ensure timely submission of the financial reports (FMRs) to MWCD. 4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments. 5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time. 6. Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay & Accounts Office on a

				<div>7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRC-SPMU;</div> <div>8. Any other financial related activities of the project that may be assigned by the Director.</div>
7	Project Associate	Rs. 25,000/- per month.	<div>Graduate in Computer Science or IT</div> <div><ul style="list-style-type: none">• Atleast 2 years work experience in the relevant field• Formal training in IT/mobile applications.• Experience in working with technology and software application support.• Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer□• Good oral and written communication skills in local language.• Computer literacy must.</div>	<div><ul style="list-style-type: none">• PG Degree in Computer Science or IT with 3 years experience in application maintenance and support.• Proven ability to handle multiple tasks within a team environment and great attention to detail.• Problem solving skills must.</div> <div><div>1. User account management, including updating roles and permissions.</div><div>2. Master data management and updating.</div><div>3. System administration.</div><div>4. Provision of support to State level officials in using CAS web application.</div><div>5. Coordination with OEMs, telecom companies, etc. on issue resolution.</div><div>6. Training of District helpdesk.</div><div>7. Supervision District helpdesk.</div><div>8. Escalation of issues to Software Development Agency as needed.</div><div>9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</div><div>10. Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update.</div><div>11. Management of addition and removal of users from system</div><div>12. Data analysis and knowledge extraction.</div><div>13. Any other tasks that may be assigned by the Director.</div></div>