



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार  
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Date : 08.01.2016

### OFFICE ORDER

In joint collaboration with UNICEF and BRLPS has under Swabhiman Project in **Kasba** and **Jalalgarh** blocks of Purnia district to improve women's nutrition during preconception, pregnancy and lactation period and of children, through various nutritional interventions. In this project AIIMS Patna, Ekjut, Jharkhand and Living Farm Consortium are also Implementing Partners for impact study, capacity building and kitchen gardening support respectively. The project has started in two blocks of Purnia since November 2015. As per the requirement of the project, the DPCU Purnia needs to hire consultants at block level to implement the Project. Detail of requirement of human resources is given below:

**A.1 Block level consultants as mentioned below are to be hired at District Level for a period of 3 years for each Block:-**

1. Block Swabhiman Consultant (BSC) - 1 (one) at each block.
2. Block Swabhiman Accountant-cum-MIS Consultant (BSA)- 1 (one) at each block.

**A.2. Duration of the project:** The duration of the project is 3 years from 1<sup>st</sup> January, 2016 to 31<sup>st</sup> December, 2018.

**A.3. Duration of Position:** Till 31<sup>st</sup> December, 2018 from the date of hiring.

**A.4. Qualification for Block Swabhiman Consultants and BSAs -**

Qualification, experience and skill sets required for the above mentioned positions are as follows:

Name of Position	Eligibility criteria		
	Qualification	Work Experience	Skills and Ability
<b>Block Swabhimaan Consultant (BSC)</b>	<ul style="list-style-type: none"><li>• Masters in social work/Public health/nutrition/rural development</li></ul>	<ul style="list-style-type: none"><li>• At least 3 years of progressive work of experience with women groups and their federation networks on health, WASH and nutrition issues</li></ul>	<ul style="list-style-type: none"><li>• Proven record in setting up programs / projects of women group formation and implementation of programs through women organizations</li><li>• Communication and Facilitation Skills</li><li>• Computer literate</li></ul>
<b>Block Swabhimaan Account cum MIS Consultant (BSA)</b>	<ul style="list-style-type: none"><li>• Graduate in Commerce</li><li>• Diploma in computer Application</li></ul>	<ul style="list-style-type: none"><li>• 6 months for Graduates in relevant field of accounting and MIS</li><li>• Knowledge of Tally</li></ul>	<ul style="list-style-type: none"><li>• Good computer skill (MS-PowerPoint) &amp; data management (MS-excel), good typing skill in Hindi and English</li></ul>

*(Handwritten signature)*

#### **A.5. Specific roles and responsibilities of above positions:-**

##### **A.5.1. BLOCK SWABHIMAAN CONSULTANT (SBC)**

1. Orientation of the cluster project staff.
2. Coordination of block-sensitization meetings.
3. Development of zero undernutrition village-wise plans with village organizations
4. Completion and consolidation of the village-wise zero undernutrition plans with village organizations and adolescents at block level
5. Completion of training of all service providers and mobilizers and monitoring their quality.
6. Liaising support with nodal departments – PHED, ICDS and DHFW for supply and coverage of SBM, VHSND, family planning incentives and adolescent health day under the WIFS programme at district level and coordination of block level convergence mechanisms
9. Coordinating of refreshers and fresh trainings of service providers and new trainings under new VOs
10. Monitoring service quality of VHSND and extended biannual women health camps through BMMU
11. Liaising support with nodal departments – PHED, ICDS and DHFW for supply and coverage.
12. Completion of all village organization-led trainings and monitoring their quality.
13. Supervision of Swabhimaan supervisors
14. Compile project MIS from various clusters and prepare monthly report

He/ She will report to the respective BPM. He/ She should have own two wheeler vehicle for field mobility

##### **A.5.2. BLOCK SWABHIMAAN ACCOUNTANT CUM MIS CONSULTANT (BSA) -**

1. Management Information System (MIS) for Swabhimaan intervention.
2. Data entry of all data collected during, before and after MaitriBaithaks.
3. Compilation of financial report prepared by Master Book Keeper of CLF.
4. Supportive supervision of Swabhimaan supervisor, PoshanSakhi and KishoriSakhi in the field as needed.
5. Other allotted tasks by BPM/BSC

He/She will report to SBC at BPIU and be overall responsible for data and financial management related to Swabhimaan intervention at the block level.

#### **A.6. Selection process as mentioned below will be followed to hire SBC and SBA:-**

*om*

2	Scrutiny of applications	of	CVs of candidates will be shortlisted based on the criteria	M-HR	3 days (By 24-26 Jan 16)
3	Shortlisting candidates	of	Eligible candidates will be shortlisted	DPM	
4	Written test		Short listed candidates will be called to appear in written test	M-HR & M-HN	3 days (by 27 <sup>th</sup> 29 <sup>th</sup> Jan 16)
5	Shortlisting candidates for personal interview	of	Answer sheets will be evaluated and those who get qualifying marks to be shortlisting and list prepared.	DPM	
6	Personal interview		Shortlisted candidates will appear in interview	Selection committee	
7	Publication of results		List of Finally selected candidates to be published	DPM	
8	Offer letter		Finally selected candidates will received offer letter and ToR	DPM	30 <sup>th</sup> Jan 2016

By the order of CEO

*0801.2016*  
 (Kumar Anshumaly)  
 Director

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