



**JEEViKA**

**Bihar Rural Livelihood Promotion Society**

**Terms of Reference**

<b>Job Title:</b>	Individual Consultant- Documentation ,IEC & MIS
<b>Theme:</b>	Health Nutrition & Sanitation
<b>Level:</b>	State Level
<b>Duration of Assignment</b>	Full Time for one year

**1. Background of Project**

JEEViKA –Bihar Rural Livelihoods Promotion Society (BRLPS) is an autonomous body under the rural development department, GoB has been designated as State Rural Livelihood Mission under overall framework of NRLM to scale up the model of poverty alleviation through different interventions. While the primary focus of the Jeevika project was to enhance livelihoods of rural poor households in the state as part of the Government’s poverty reduction strategy, the project consciously included in its ambit intervention in nutrition with a goal for improved nutrition and health.

Currently Health, Nutrition & Sanitation (HNS) vertical of BRLPs has scaled up HNS intervention in phased manner in all the 534 blocks of Bihar focusing on improvement of health nutrition outcomes through behavior change communication. As part of HNS strategy, Jeevika is also working with different line departments and development partners to promote health, nutrition and sanitation among the community. Jeevika has envisaged and is working with the CBOs and further to be more specific has developed five touch points to reach each and every member of household which includes SHG, VO, CLF, household and community level. In such a manner BRLPS is implementing HNS interventions focusing Behavior Change Communication (BCC) approach in all 534 blocks. The results and learning of HNS of Bihar SRLM have been presented in different national and international platforms. Considering the initial success of HNS implementation with Livelihoods project, other SRLMs are also interested to take support from Bihar SRLM as Resource organization.

In order to provide timely support to other SRLMs regarding FNHW interventions there is a need to hire a State Consultant –Documentation, IEC & MIS who contribute in the developing of Knowledge materials, Support other Stakeholder in content Development, Monitor the progress & developing MIS.

**2. Area of Operation:**

S/He will provide support in 38 districts of Bihar as well as other SRLM states who will seek NRO support from Bihar.

### **Period of Consultancy:**

The consultant will have to give full time service to the organization. The period of consultancy will be of one year. Extension of contract period may be considered on basis of the need of the organization and performance of the consultant.

### **4. Role and Responsibilities of the consultant:**

S/he will be responsible for development of Knowledge materials, Support other Stakeholder in content Development, Monitor the progress & developing MIS. The detailed role and responsibilities are mentioned below:

- i. S/he shall be responsible for developing IEC material, module, Pedagogy, content development for various FNHW stakeholders (CBOs, Cadres, Committees, Staffs and trainers)
- ii. S/he shall prepare monthly/quarterly and annual report under MoU in other SRLM on FNHWs.
- iii. S/he shall be monitoring progress, designing MIS, reporting formats, Registers, review system to be placed in other SRLMs,
- iv. S/he shall be responsible for maintaining data based profile of CRPs and PRPs.
- v. S/he shall be responsible for reporting, review and monitoring the FNHW progress in concerned area.
- vi. S/he shall be responsible for identifying and developing best Practices case studies, documentation of FNHW learning of the project.
- vii. S/he shall be responsible for conducting evaluation study in SRLM & BRLPS on FNHW.
- viii. S/he shall be responsible for quality assessment of FNHW or any other task delegated by SPM-FNHW/Resource Cell.

### **5. Deliverables: Following deliverables has been assigned to the consultant:**

#### **A. Developing knowledge Management Materials-**

- Identifying, Designing & Developing Case Studies of Best Practices adopted with BRLPs & other SRLM.
- Support SRLM in developing MIS for capturing the data.
- Compilation of FNHW progress data of other SRLM and monitor the progress and shall submit the report on monthly basis.
- Conducting Evaluation Study on the outcome.

#### **B. Training**

- Conduct training to educate the Cadre & PRP on capturing data.
- Support SRLM in implementation of MIS based application.

### C. Documentation & Report

- Preparing Quarterly Progress Report
- Preparing Annual Report to be shared with NRLM.

### Key Qualifications and experience of the consultant

Designation	Qualification	Experience
Consultant-Documentation, IEC & MIS	<p>PG degree in Mass Communication / Information Technology/MBA in Rural Development/Social Work/ any relevant discipline from reputed institution.</p> <p>Proficient in MS Office/ computers application, Sound communication skills in English and Hindi.</p>	<ul style="list-style-type: none"><li>• Working experience of 6 to 07 yrs in IEC material development and documentation at different levels.</li><li>• Must have experience in working with MIS Based Application.</li><li>• Having Good Communication Skill &amp; writing ability.</li><li>• Must have developed training module, IEC materials related to health.</li><li>• Preference to be given to empanelled NRP of NIRD.</li><li>• Preference will be given to the candidates having SRLM's experience</li></ul>

### 7. Ownership:

BRLPS, being the funding agency, shall be the owner of the assignment outputs. The consultant will have no right or claim to the assignment or its output once completed. Any report /research output /process documents produced as a part of this assignment will deemed to be the property of BRLPS and the consultant will not have any claim and will not use to reproduce the contents of the above documents without the written consent of BRLPS.

### 8. Arbitration:

Disputes shall be settled by arbitration in accordance with the following provisions:

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/ arbitration in accordance with Arbitration & Conciliation Act, 1996.

Miscellaneous; In any arbitration proceeding hereunder:

- (a) Proceedings shall, unless otherwise agreed by the Parties, be held in Patna, Bihar, (India)
- (b) The English language shall be the official language for all purposes.

## **9. Selection Process:**

An advertisement will be published in the newspapers inviting Expression of Interest (EoI) for the above mentioned assignment and to submission of CV accordingly. Based on the mentioned eligibility criteria and relevant experience, the CVs will be scrutinized on basis of set criteria and the shortlisted candidates will be invited for Personal Interview and the candidate found most suitable would be hired for the consultancy.

## **10. Payment Process:**

Each month assignment will be prepared and approved by SPM-HNS. Monthly payment will be made after the submission of monthly attendance along with task performed against assigned task. SPM HNS will approve absentee along with duly work done report and recommend for payment.

Consultancy fee will be as per BRLPS consultant policy for one year during which s/he will render her assigned services. Payment of consultancy will be paid after making all statutory deduction from SPMU level. The consultant will be provided four wheeler vehicle from the project for field visit against tour plan and vehicle approved by SPM-HNS.

## **11. Reviews and Reports:**

- a) Reviews: The State Consultant will prepare one month prior activity plan based on the above mentioned deliverables duly approved by SPM-HNS. The SPM-HNS will approve day wise tasks every month and also approved tour and vehicle for field visit of the consultant. The **Consultant –Documentation, IEC & MIS** will have regular review meetings with the SPM-HN and update his/her monthly plan and work done status and make new changes with due approval of SPM-HNS if any.
- b) Reports: State Consultant will submit monthly attendance and work done reports to SPM.