



**JEEViKA**

**Bihar Rural Livelihood Promotion Society**

**Terms of Reference**

<b>Job Title:</b>	Individual Consultant- Regional NRO Expert(FNHW)
<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 interventions in all 534 blocks of Bihar. 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’s 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 –**Regional NRO Expert-FNHW** who will contribute in identification, screening, selection, training and capacity building of CRPs & PRPs.

**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.

### **3. 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 identification, screening, selection, training and capacity building to CRPs & PRPs and also support the district thematic Manager in demonstration of Model CBOs. Hence following is the roles & responsibility-

- i. S/he will be responsible for screening, identification & selection of external FNHW CRPs.
- ii. S/he will be responsible for screening, identification & selection of FNHW trainer CRPs.
- iii. S/he will be responsible for screening, identification & selection of Community PRP.
- iv. S/he will be Maintaining database of external CRPs, Trainer CRPs & C-PRPs.
- v. S/he will be responsible for deployment of cadre as per the action plan and review their performance on regular interval.
- vi. S/he will assist blocks in developed Model CBOs for exposure & learning.
- vii. S/he will be responsible for capacity building of CRPs/Trainer CRPs & C-PRPs.
- viii. S/he will coordinate with district and state team for exposure visits.

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

#### **A. Screening of Cadre under FNHW-**

- Screening of 200 external CRPs, 100 FNHW trainers CRPs & 50 C-PRPs as per the approved policy.
- Conducting training to screened cadre on regular interval and also devised mechanism for review their performance.
- Ensuring the timely payment of CRPs and trainer CRPs by getting absentee from other SRLM.
- Ensuring logistic arrangements such as booking of tickets, accommodation and follow up with SRLM during their deployment.
- Ensuring the timely payment of C-PRPs as per the MoU and review their progress.

#### **B. Developing Exposures & Immersion Sites-**

- Support District & Block team in developing at least three Model exposure sites in selected districts.
- Conducting Exposure of other SRLM in coordination with Block & district team.
- Prepare document for model CBO demonstration

C. Data Management –

- Ensuring data management of External FNHW CRPs, trainer CRPs & C-PRPs.
- Maintaining data base of FNHW intervention of model CBOs.
- Maintaining External CRPs/Trainer CRPs payment details.

**6. Key Qualifications and experience of the consultant**

<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
State Consultant- Regional NRO Expert	<ul style="list-style-type: none"><li>• MBA/Masters’ Degree from reputed institution.</li><li>• Proficient in MS office/Computer application</li><li>• Sound communication skills in Hindi &amp; English.</li></ul>	<ul style="list-style-type: none"><li>• Work experience of 06-07 yrs in any organization in the health sector.</li><li>• Preference to given having SRLM experience.</li><li>• Good concept of CBO and its management.</li><li>• Having Training skills.</li><li>• Any additional qualification in the field of Nutrition, maternal child /Sanitation will be preferred.</li><li>• Must have experience in working MIS based application.</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 –Regional NRO Expert (FNHW)** 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.