

**Terms of Reference (ToR)
For Hiring Contractual posts under,
POSHAN Abhiyaan (National Nutrition Mission)**

SI No.	Position	No.(s) of Posts	Age	Essential Qualification and Experience	Desirable	Scope of work
1)	District Coordinator	1 per district	21 - 44 years as on 01-01-2019	Graduate with Diploma in Computer Science or IT from a recognized Institute <ul style="list-style-type: none"> • At least 2 years experience in application maintenance & support. • Good oral and written communication skills in local language. • Computer literacy must. • Willingness to travel a must. 	<ul style="list-style-type: none"> • 4 years experience in application maintenance and support. • Formal training on IT/Computer • Experience working with technology and software application support. • Proven ability to successfully handle multiple tasks within a team environment. • Great attention to detail and problem solving skills. 	<ul style="list-style-type: none"> • Supporting training of Block helpdesk in ICT- RTM. • Supervise Block helpdesk. • Support District level ICDS officials on usage of CAS system. • Escalate issues as needed. • Logging and managing issues in the Issue Tracker application (CAS application). • Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. • Extend help for lost/stolen phones. • Monitor worker activity reports. • Follow up on actions from activity reports. • Any other tasks that may be assigned by the Director.
2)	Project Assistant at District level	1 per district	21 - 44 years as on 01-01-2019	Degree/ Post Graduate Diploma in Management/ Social Sciences/ Nutrition <ul style="list-style-type: none"> • Minimum 2 years work experience of capacity building, with supervisory skills. • Good oral and written communication skills in local language and fair skills in English. • Good computer skills/knowledge of internet/email. • Ability to work in a team and willingness to travel extensively. 	Experience of working on Government Programs in the social sector- Health, Nutrition, Education, Water and sanitation	<ul style="list-style-type: none"> • Support and supervise timely implementation of all Mission activities in the district. • Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. • Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS. • Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. • Make regular monitoring and supportive supervision visits within the district to provide on –site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule.

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						<ul style="list-style-type: none"> • During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. • Ensure effective coordination between the existing ICDS Programme activities and project activities, wherever required, in collaboration with the DPO. • Ensure collation of Utilization Certificates from Anganwadis fro activities under the Mission and their correct aggregation at the CDPO and DPO levels. • Prepare monthly progress/ monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS. • Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission. • Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation. • Any other task assigned by the DPO.
3)	Block Coordinator	1 No. per ICDS block	21 - 44 years as on 01-01-2019	Graduate with in any discipline <ul style="list-style-type: none"> • At least 2 years experience of working with technology and software application support. • Good oral and written communication in local language. 	<ul style="list-style-type: none"> • Formal training on IT/Computer. • Worked with front line workers in any Social Development Program of Government. • Proven ability to successfully handle multiple tasks within a team environment. • Attention to details and problem solving skills. 	<ul style="list-style-type: none"> • Supporting training of AWWs and Supervisors in Information and Communication technology enabled Real Time Monitoring (ICT-RTM). • Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage. • Providing in-person and over-phone troubleshooting support in users facing hardware problems with mobiles, tablets and basic issues with CAS application. • Logging issues in the Issue Tracker application, which is part of CAS. • Training reinforcement to AWWs identified as low performers using CAS Reports. • Providing performance feedback to AWWs. • Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.

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						<ul style="list-style-type: none"> Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines. Supporting Block level ICDS officials on usage of CAS system. Any other task as indicated by CDPO.
4)	Project Assistant at Block Level	1 No. per ICDS block	21 - 44 years as on 01-01-2019	Graduate in any discipline <ul style="list-style-type: none"> At least 1 year experience of working with Community/Local Government. Good oral and written communication in local language. Good computer skills/knowledge of internet/email. 	<ul style="list-style-type: none"> Worked with front line workers in any Social Development Program of Government. Proven ability to successfully handle multiple tasks within a team environment. Attention to detail and problem solving skills. 	<ul style="list-style-type: none"> Supervising overall implementation of the Mission activities in the block. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. Make regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc Any other task as indicated by CDPO.

Sd/-
 Secretary to the Govt. of Assam
 Social Welfare Department
 Cum State Project Director,
 POSHAN Abhiyaan, Assam