

**Terms of Reference**  
**Consultant (Coordination, Monitoring & Evaluation)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

**Job Description:**

- a) To provide technical support for planning and implementation of the Programme in the country.
- b) To support and monitor the tobacco control activities of the State Tobacco Control Cells and assist them in implementation of tobacco control laws.
- c) To assist and monitor the implementation of the District Tobacco Control Programme.
- d) To undertake regular visits to the states and districts in order to monitor the implementation of the National Program at state and district levels.
- e) To assist and monitor the overall Programme.
- f) To coordinate with States / UTs / Institutes / Cessation and De-Addiction Centres under the Programme for timely submission of reports from them as well as for information as and when required.
- g) To undertake any other task and responsibility assigned by the supervisor/focal points.

**Qualifications:**

**Essential:**

- a) Post Graduate in Public Health or Social Sciences or Management or equivalent in related fields from a recognized institution/university.
- b) Three years of work experience in health sector with at least two years of experience in tobacco control issues and/or in psychoactive substances related field in a Government or a UN organization.

**Desirable:**

- a) Prior work experience in tobacco control issues and/ or experience in monitoring & evaluation of large scale programmes would be given preference.
- b) Thorough understanding of the related international/ national policies, conventions and related literature.

**Knowledge and skills:**

- a) Track record of implementing innovative ideas and schemes in day to day working.
- b) Capability to function collaboratively and productively in a multidisciplinary environment.
- c) Ability to represent the program in interactions with relevant stakeholders, civil society and other agencies.
- d) Ability and willingness to travel extensively.
- e) Interpersonal and management skills with ability to work in a resource-crunch environment.
- f) Good command over MS-Office/internet
- g) Good communication skills in English and Hindi, both written and verbal.

**No. of Position: One**

**Age:** Upper age limit 50 years as on the closing date of the application.

**Remuneration:** Rs. 80,000/- per month. TA/DA on official tour shall be provided as per extant Government norms.

**Period of contract:** 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration.

**Location:** New Delhi

**To Apply:** Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [ntcp.recruitments@gmail.com](mailto:ntcp.recruitments@gmail.com) only, by **14-Nov-2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted