

Terms of Reference
Consultant- Community Processes (HQ - RRC-NE)

Name of Cluster	Community Processes, RRCNE HQ
Reporting to	Director, RRC-NE, Guwahati, Assam
Name of Position	Consultant - Community Processes
Number of position	One
Location	RRCNE, Guwahati

NHSRC is seeking applications from eligible candidates for the position of Consultant, Community Process for its branch office – Regional Resource Centre for North Eastern States (RRC-NE) at Guwahati, Assam.

Background

National Health Mission (NHM) is the umbrella programme of the Ministry of Health & Family Welfare, Govt. Of India to provide universal access to equitable, affordable and quality health care which is accountable at the same time responsive to the needs of the people, reduction of child and maternal deaths as well as population stabilization, gender and demographic balance.

Objective

As Consultant, Community Process at regional level, the objective is to strengthen and support the Community Process activities in the North East States.

Scope of Work

Roles and Responsibilities:

- Provide Policy and Programme support for CP as required at National and State Level
- Assist Director, RRC-NE/ Sr. Consultant-CP in leading State Level Technical support for ASHAs, mentor and guide State Counterparts in training and programme implementation.
- Assist Director, RRC-NE/ Sr. Consultant-CP in designing and undertake research related to ASHA and other CP interventions
- Provide support to selected states as allocated, for implementation of Community processes programme: ASHA Certification, performance monitoring, support structure and management, including current information on state level policies for ASHA , VHSNC, VHND, training of ASHA, support structures, payments/incentives, VHSNC training, expenditures, ASHA and training database.
- Conduct dissemination meetings.
- Liaison with Senior Central and State officials.
- High degree of analytical and writing capability, articulate and ability to represent work of the division at high level fore.
- Strong Interpersonal Skills and ability to mentor junior Team Members.

Output

Timely accomplishment of task and responsibilities and regular reporting to the Director, RRCNE at the end of every month

Qualifications and Experience:

- Possess a Post Graduate degree in Social Work/ Social Science/ Rural Development
- Have at least 3 (Three) years post qualification experience, preferably in the implementation of a health programmes at the NGO / Community / PRIs level, and familiarity with the direct implementation of community processes through field based NGOs, CBOs, etc. will be an added advantage.
- Experience in training and implementing large scale Community Health Worker programmes will be an added advantage
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point; any one computerized accounting package is highly desirable.
- Demonstrated ability to work in a multi-disciplinary team.
- Experience of working with senior government officials at central and or state level.
- Good capacity building skills in health sector
- Strategic thinking and leadership skills.
- Formal educational qualification and experience could be relaxed when there is published work of high quality or whenever there is work experience of specific relevance.

Travel and subsistence

The Consultant should be ready to travel extensively to State/District/Block/village levels. All travels must be authorized in advance by Director, RRCNE. The Consultant shall be reimbursed for travel as per NHSRC/RRC-NE rules.

Reporting Requirements

The Consultant will submit monthly updated report to the Director, RRCNE

Workstation:

The workstation of Consultant is at RRC-NE Guwahati. However, he/she may be required to relocate at any of the stations in any NE States on requirement of organization.

Consultancy Period

Initially, it will be till 31st March 2020.

Consultancy fees

The Consultant will be paid a consolidated monthly fees as per NHSRC HR Policy (within Rs.44,000/- to Rs. 99,000/-) . The Consultant shall not be entitled to any other benefits, payments, subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

** Fee offered within the band will be commensurate qualification and experience.*

Age Limit: Not above 40 years (as on last date of receiving the application)

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 rrcne.recruitment@gmail.com by 3rd July 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.