CONTRACT POSTS NOTIFICATIONS IN ISSNIP

The following contract posts in IDA (World Bank) ISSNIP under the control of the Project Director, Dist.Women & Child Dev.Agency, East Godavari District, Kakinada invite applications by the Chairman, Selection Committee for purely on Contract Basis for one year.

1 District Project Co-ordinator   - 1 Post (Remuneration Rs.30000/-)

2 District Project Assistant   - 1 Post (Remuneration Rs.15000/-)

3   Block Project Coordinators-   28 Posts (Remuneration Rs.12000/-)
OC-W-5/SC.W-2/OC-7/BC.A(w)-1/
OC-w-1(VHs) /SC-3/ST.W-1/
BC-B(w)-1/OC-Ex-1/ BC.C-1/
BC.D(w)-1/BC.E(w)-1/BC.A-1/BC.B-1/
ST-1

Interested candidates may down load CV from District Web Site (www.eastgodavari.nic.in) from 30.05.2016 to 13.06.2016 upto 5.00P.M and submit with all certificates according to Terms of Reference (TOR) with mark lists in the O/o Project Director, Dist.Women & Child Dev.Agency, East Godavari District, Kakinada. Office Phone No.0884 2368442.(Opp.Z.P, Kakinada)

Sd/M.Naga Ratnam   Sd/J.Radha Krishna Murthi,

Project Director(FAC)   Joint Collector-II

Dist.Women & Child Dev.Agency,   E.G.Dist., Kakinada

E.G.Dist., Kakinada

CURRICULUM VITAE (CV)

1. Proposed Position :_____

2. Name :_____

3. Father's Name :_____

4. Address :_____

   a) Permanent :_____

   b) Present :_____

5. Telephone/Mobile/Email _____

6. Date of Birth _____ Nationality _____

7. Education Graduation to Professional Qualification)

Sl.No	Level Exam	Board/ Institution	Year of Passing	% of marks obtained	Remarks

8. Membership of professional associations (if any):_____

   _____

9. Other Training (Indicate significant training since degrees under 5- Education were obtained):

   _____

10. **Work experience/ Employment Record (Starting with present position list** in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, Positions held.)

From [Year]: _____ to [Year]:_____

Employer:_____

Positions held:_____

Responsibility handled:_____

11. **Languages (For each language indicate proficiency: good, fair, or poor in speaking, reading and Writing)**

_____
_____

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned (Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position)

Name of assignment of Project:_____

Year:_____

Location:_____

Client:_____

Main Project features:_____

Positions held:_____

Activities performed _____

13. **Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____Date:_____

[Signature]   Day/Month/Year

Note: Evalution of the profile of the consultant will be done in accordance with procurement guidelines of the individual consultant as specified in Chapter V (Para 5.1 to 5.6 of the Guidelines for selection and employment of consultants under IBRD loans and IDA credits & Grants by World Bank Borrowers, January 2011

ICDS SYSTEM Strengthening & Nutrition Improvement Project (ISSNIP) Terms of Reference (TOR)

Statement Showing the Essential Qualification & Experience notified by MWCD, GOI for individual Consultants positions at DPMU Level under Restructured ISSNIP

Sl. NO	Position	Essential			Desirable	Scope of Work
		Consolidated Remuneration	Qualification	Experience		
1	District Coordinator	Up to Rs.30000/- per month	Graduate or Certification / Diploma in Computer Science or IT	• 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	• 4 years experience in application maintenance and support • Format 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	1.Supporting training of Block helpdesk in ICT-RTM 2.Supervise Block help desk 3.Support District level ICDS officials on usage of CAS system. 4.Eacalate issues as needed 5.Logging and managing issues in the Issue Tracker application (CAS application) 6.Provide general application support i.e solve issues escalated from Block level in regard to mobile application, web application or Reporting. 7.Extend help for lost/stolen phones. 8.Monitor worker activity reports 9.Follow up on actions from activity reports 10.Any other tasks that may be assigned by the Director

Sl. NO	Position	Consolidated Remuneration	Essential		Desirable	Scope of Work
			Qualification	Experience		
2	District Project Assistant	Up to Rs.15000/- per month	Post Graduate Degree / Post Graduate Diploma in Management / Social Sciences / Nutrition	• Minimum 2 years work experience • 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	• 3 Years experience of working in social program • Experience of working on Government Programs in the social sector – Health, Nutrition Education, Water and sanitation	1.Support and supervise timely implementation of all project activities in the district. 2.Facilitate and participate in all capacity building initiatives under taken within the project at district and block levels 3.Periodicall 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. 4.Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 5.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.
						6.During monitoring and supervision visits review and ensure maintenance of reporting formats for all projects activities.
						7.Ensure effective coordination between the existing ICDS Programme activities and project activities, wherever required, in collaboration with the DPO
						8.Ensure collation of Utilization certificates from Project Anganwadies for activities under the Project and their correct aggregation at the CDPO and DPO Levels
						9.Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the dPO and Commissioner/Director, ICDS
						10.Coordinate with the related line departments at the district level for facilitating convergent/multi-sectoral activities under the project.
						11.Cacilitate engagement with potential civil society organizations, NGOs, etc. for partnership and

					support for project implementation. 12.Any other task assigned by DPO

Sl. NO	Position	Consolidated Remuneration	Essential		Desirable	Scope of Work
			Qualification	Experience		
3	Block Coordinator	Up to Rs.12000/- per month	Graduate	• Application maintenance & Support – minimum 1 year	• Formal training on IT / Computer • Worked with front line workers in any Social Development Program of Government • Experience of working with technology and software application support • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills	1.Supporting training of AWWs and Supervisors in information and Communication Technology enabled Real Time Monitoring (ICT-RTM) of ICDS 2.Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow up on low usage 3.Providing in person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4.Logging issues in the Issue Tracker application, which is part of CAS 5.Training reinforcement to AWWs identified as low performers using CAS Reports. 6.Providing performance feedback to AWWs 7.Submitting phones to Original

					Equipment Manufacturer (OEM) for hardware replacement and repair. 8.Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines 9.Supporting Block level ICDS Officials on usage of CAS system 10.Any other task as indicated by CDPO