महिला एवं बाल विकास विभाग,
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
सेवा कुटीर कॉम्प्लेक्स, किंग्सवे कैंप, जी टी बी नगर, दिल्ली -110009

महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार को अस्थायी रूप से अस्थायी आधार पर परामर्शदाताओं की एक टीम को नियुक्त करनी है, जो विभिन्न तकनीकी क्षेत्रों में विशेषज्ञता के साथ विश्लेषणात्मक पद्धति से अनुबंधित नियमों और नीतियों पर भारत सरकार की योजना पोषण अभियान के प्रारंभिक और विभिन्न समयावधि के लिए तकनीकी और प्रबंधन सहायता प्रदान करेंगे। विवरण इस प्रकार है:-

<table>
<thead>
<tr>
<th>क्रम संबंध</th>
<th>पद का नाम</th>
<th>पद का निर्देश</th>
<th>पारितांश (प्रति मह)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>परामर्शदाता (आयोजना, मानिंदरिश, मूल्यांकन)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>2</td>
<td>परामर्शदाता (स्वामय और योग्यता)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>3</td>
<td>परामर्शदाता (विशेष प्रबंधन)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>4</td>
<td>परामर्शदाता (कार्य का निर्माण तथा बीमारी)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>5</td>
<td>परामर्शदाताओं (अधिपति)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
</tbody>
</table>

संबंध की भर्तें (टीयौआर), आवेदक योग्यता, अनुभव की आवश्यकता, नौकरी का विवरण और बंद (स्कूलिंग) के मापदंड विभाग की वेबसाइट: www.wcddel.in या http://cams.wcddel.in (ऑनलाइन आवेदन के लिए) पर उपलब्ध हैं। आवेदन के अंतिम तिथि 13.11.2019 पर प्रणवन करने हेतु तथा आयु के मानदंडों को ध्यान में रखते हेतु, पोषण उम्मीदवार विभाग की वेबसाइट के माध्यम से 06.11.2019 से ऑनलाइन आवेदन कर सकते हैं। भर्ती क्वालिफाई और नौकरी की अनुमति के लिए हेतु, जो उम्मीदवार जान सकता है कि उस एक स्थायी नौकरी नहीं है। पारंपरिक मानदंड दसवीं कक्षा में न्यूनतम 80% और बारहवीं में 75% अंक होगा, जानकारी के लिए अनुमतित योग्यता के अलावा।

आवेदन के अंतिम तिथि 13.11.2019 को भर्तें 06.00 बजे तक है।

आवेदन के अंतिम तिथि 15.11.2019 को प्रारंभक पदों पर चयन के लिए साक्षात्कार पर चयन के लिए साक्षात्कार 15.11.2019 को प्रारंभ होने की संभावना है।

आवेदकों के मानदंड के साथ एक चयन पदों पर चयन के लिए साक्षात्कार 15.11.2019 को शुरू होने की संभावना है। इस पर अपडेट के लिए, विभाग की वेबसाइट, डीआर को देखें।

पारंपरिक मानदंड के केवल डी-सेल के माध्यम से साक्षात्कार के लिए आमंत्रित किया जाएगा। तथा उम्मीदवार उम्मीदवार को यह भी सूचित किया जाता है कि यह इस संबंध में साक्षात्कार की तारीखों और विशेष अनुमति के लिए विभाग की नोटिस बोर्ड वेबसाइट या ऑनलाइन को देखें।

विभाग के मानदंड के अनुसार आवेदन का कोई अन्य माध्यम विभाग्य द्वारा स्वीकार नहीं किया जाएगा। चयन प्रक्रिया के निर्देश और अनुमोदन पदवी के संतोष के बादा विभाग के पास है।

निर्देश, विभाग महिला एवं बाल विकास
Department of Women & Child Development, GNCT of Delhi seeks to temporarily hire on temporary basis a team of Consultants with expertise in the specific technical areas purely on contractual terms & conditions for specific time period to provide technical & management support in the implementation of Government of India scheme- POSHAN ABHIYAAN. Details of the positions are as follows:

<table>
<thead>
<tr>
<th>Name of the Positions</th>
<th>No. of Positions</th>
<th>Consolidated remuneration Per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Consultant (Planning, Monitoring &amp; Evaluation)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>2 Consultant (Health &amp; Nutrition)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>3 Consultant (Financial Management)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>4 Consultant (Capacity Building &amp; BCC)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>5 Consultant (Procurement)</td>
<td>01</td>
<td>Rs. 60,000/-</td>
</tr>
</tbody>
</table>

The terms of references (TORs), essential qualification, experience required, job details and scrutiny criteria are available on the Department Website: [www.wcddel.in](http://www.wcddel.in) OR [http://cams.wcddel.in](http://cams.wcddel.in) (for Online Apply). The eligible candidate as per age criteria on the closing date of application i.e. 13.11.2019 may apply online from 06.11.2019 through the website of the department. The recruitment is on contract and for limited period only. Therefore candidates must note that this is not a permanent job. The eligibility criteria shall be minimum of 80% marks in class X and 75 % marks in XII, in addition to other qualifications for eligibility.

The last date of closing of online application is 13.11.2019 till 06.00 pm.

After scrutiny of applications the list of eligible candidates will be displayed on the website. The interview for selection is likely to start from 15.11.2019. For updates on this, website of the Department may be visited.

The eligible candidate will be invited for interview through E-mail only, no interview letters will be sent. Candidates are also advised to refer to department’s notice board/ website of the department i.e. [http://cams.wcddel.in](http://cams.wcddel.in) for dates of interview and any other update in this regard.

Note- No other mode of application except online shall be entertained by the Department. The department also reserves the right to decrease or increase no. of each post as mentioned in the table at any stage/point of selection procedure.

Director, Deptt. of Women & Child Development
# Terms of References (ToR) for hiring Technical Consultants in SNRC-SPMU, NNM

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Position</th>
<th>Consolidated Remuneration</th>
<th>Essential Qualification and Experience</th>
<th>Desirable</th>
<th>Scope of Work</th>
</tr>
</thead>
</table>
| 1.     | Consultant (Planning, Monitoring & Evaluation) | Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant. | PG degree/diploma in Management/Computer Applications/Computer Science or B. Tech/BE in IT/Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks.  
- At least 3 years experience in IT/ICT Systems implementation and analysis.  
- Project management experience.  
- Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies  
- Excellent oral and written communication skills in English and conversant in local language.  
- Good computer skills.  
Age should be below 55 Years | • 5 years of experience in IT system implementation and analysis.  
• Experience in managing large scale technology implementation in Government.  
• Experience of working with Government/Government organizations.  
• Experience in implementation of mobile technology for community health or nutrition (m-Health) programs.  
• Knowledge of statistical software packages (e.g. SPSS, STATA, etc.)  
• Knowledge of project management techniques. | 1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICTRTM) of ICDS with completion dates for the same;  
2. Prepare periodic progress reports detailing tasks completed and issues/escalations/risks;  
3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.;  
4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM;  
5. Follow-up and facilitate necessary assistance to ensure that the Mission plan is implemented in project districts in a timely manner;  
6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.  
7. Develop a program evaluation framework to identify areas for improvement;  
8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and... |
made available to MWCD;
9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts;
10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;
11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.
12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.
13. Periodically share progress reports detailing tasks completed and issues/escalations/risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.
14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.
15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.
16. Any other activity, identified by the Director in-charge of Mission, as relevant to the Mission.

<table>
<thead>
<tr>
<th></th>
<th>Consultant (Health &amp; Nutrition)</th>
<th>Rs. 60,000/- per month. Annual increase @ 3% of</th>
<th>PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55%</th>
<th>5 years of experience of working in nutrition/ public health/ social development programmes.</th>
<th>1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission.</th>
</tr>
</thead>
</table>
remuneration may be granted, subject to performance of the Consultant.

marks
- At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.
- For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.
- Expertise in MS Office including Word, Excel and PowerPoint.
- Good understanding of decentralized planning and supportive supervision.
- Excellent oral and written communication skills in English and ability to converse in local language.

Age should be below 55 Years

Experience of working with Government/ Government organizations/ interorganizations.
- In-depth knowledge of key nutrition issues and nutrition programmes.
- Knowledge of project management techniques.

2. Provide managerial leadership and facilitate development of annual Mission's work plans.
3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions.
4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator
5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission, developed by MWCD, at the state, district and sub-district levels.
6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD.
7. Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.
8. Ensure availability of state approved project related documentation on the website of DWCD/DoSW.
9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency.
10. Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission.
11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and Family Welfare, Rural Development, Social Welfare, Agriculture,
| Consultant (Financial Management) | Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant. | • CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.  
• At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies.  
• Exposure to budgeting, audit and treasury functions.  
• Knowledge of state budgetary, treasury and finance rules.  
• Expertise in MS Office including Word, Excel and Power Point.  
Or  
Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years’ experience of financial management/budget/Government treasury accounting.  
**Age should be below 35 Years** | • 5 years of experience in finance management.  
• In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement. | Horticulture, Food Processing etc. and other stakeholders on nutrition & multisectoral issues.  
13. Monitor and review progress of all nutrition related Mission activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.  
14. Support preparation of quarterly and annual project progress reports.  
15. Liaison and coordinate with external stakeholders.  
16. Any other activity, identified by the Director, as relevant to the Mission. |

1. Ensure proper financial control and management of Mission in implementation in the State.  
2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission.  
3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register.  
4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any.  
5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time.  
6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&E) on a monthly quarterly basis.  
7. Liaison with the State Finance Department, Treasury and MWCD on
4. **Consultant (Capacity Building & BCC)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Monthly Pay</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide technical leadership and facilitate development and deployment of</td>
<td>Rs. 60,000/-</td>
<td>• PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks</td>
</tr>
<tr>
<td>Behaviour Change Communication and Capacity Building interventions in the</td>
<td>per month.</td>
<td>• 5 years of experience of working in nutrition/ public health/ social development programmes.</td>
</tr>
<tr>
<td>Mission.</td>
<td>Annual</td>
<td>• Good knowledge and understanding of public health/ nutrition programmes.</td>
</tr>
<tr>
<td>increase @ 3% of remuneration may be granted, subject to performance of the</td>
<td>increase</td>
<td></td>
</tr>
<tr>
<td>role.</td>
<td>of the</td>
<td></td>
</tr>
<tr>
<td>financial matters under the directions of Director for budget allocation,</td>
<td></td>
<td>1. Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission.</td>
</tr>
<tr>
<td>reallocation and other approvals.</td>
<td></td>
<td>2. Support development of work plans and budget for all training plans under Mission in consultation and</td>
</tr>
<tr>
<td>8. Keep track and maintain ledger book of all expenditures incurred and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ensure reconciliation with the Finance Department/ Treasury.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Liaison with the Accountant General Office at the State level for annual</td>
<td></td>
<td>3. Keep track of all financial transactions and ensure reconciliation with the Finance Department/ Treasury.</td>
</tr>
<tr>
<td>audit of the project financial statements for expenditures at the State</td>
<td></td>
<td>4. Liaison with the Director for budget allocation, reallocation and other approvals.</td>
</tr>
<tr>
<td>level. This will involve preparation of annual financial statements based on</td>
<td></td>
<td>5. Liaison with the Director, ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>reconciled expenditures, schedules of pending AC Bills and UCs and facilitate</td>
<td></td>
<td>6. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>in completion of audit by the AG as per standard Terms of Reference by July</td>
<td></td>
<td>7. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>31 of each year and submit it to MWCD by September 30 of each year.</td>
<td></td>
<td>8. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>10. Coordinate with Accountant General Office to address the audit objections</td>
<td></td>
<td>9. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>/ internal control weaknesses, issues of disallowances, if any, in consultation</td>
<td></td>
<td>10. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>with Director.</td>
<td></td>
<td>11. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>12. Provide orientation training as required to the District Mission teams on</td>
<td></td>
<td>12. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
<tr>
<td>the financial issues.</td>
<td></td>
<td>13. Liaison with the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</td>
</tr>
</tbody>
</table>
| Consultant. | • At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programmes.  
• Expertise in MS Office including Word, Excel and PowerPoint.  
• Professional experience in planning, implementation and monitoring of training programs and state and district levels.  
• Excellent oral and written communication skills in English and ability to converse in local language.  

**Age should be below 55 Years** | • Experience of working with Government/ Government organizations/ international agencies  
• Knowledge of project management techniques | collaboration with the Director incharge of Mission and other technical consultants.  
3. Coordination with the State Department of Women and Child Development/Social Welfare, SNRCSPMU team, training institutes, State skill development mission, State IT missions and relevant Development & NGO partners for effective deployment of training programs.  
4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRCCPMU, at the state, district and subdistrict level.  
5. Provide technical support to training programs at state, district, block, sector and Aanganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD  
6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, including CAS deployment, and Incremental Learning and follow up on quality of training program.  
7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator  
8. Coordinate documentation relating to assessment of training programs.  
9. Ensure maintenance and management of records and progress reports at sector, block, district and state levels.  
10. Ensure data for indicators on training within the results monitoring framework of the Mission is updated every six months and made available to the NNRCCPMU.  
11. Monitor and review progress of all |
training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.

12. Support designing of behaviour change communication interventions and pilots, if any.

13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and Family Welfare, Civil Society Organizations and other stakeholders on issues related to behaviour change communication & capacity building.

14. Monitor and review progress of all behaviour change communication & capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.

15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.

16. Orient and build capacities of district and block level Mission staff on all sector, block, district and state levels.

17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings.

18. Prepare training plan progress report detailing the users who have received/missed training.

19. Ensure timely conduction of refresher trainings.

20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent
5. **Consultant (Procurement)**

- **Rs. 60,000/- per month.**
- Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.

**PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management**
- At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning.
- Experience of working with front line workers of Government Department and training on IT / Mobiles/Computer
- Problem solving skills.
- Good oral and written communication skills in local language.
- Computer literacy a must. Or Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years’ experience in procurement.

**Age should be below 35 Years**

**5 years experience in working on technology and software application support.**
- Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail.

1. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised.
2. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team.
3. Lead the L2 Support team and provide directions to the team member.
4. Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.
5. Support in resolving complex problems.
6. Interface with Central help desk team on bugs.
7. Help the State help desks / Ministry Users in troubleshooting issues with CAS software.
8. Flag critical software errors.
10. Any other related activities of the project that may be assigned by the Director.