### Terms of References (ToR) for hiring Manpower at District and Block Level under POSHAN Abhiyaan

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| **Position** | **Consolidated Remuneration** | **Essential Qualification and Experience** | **Desirable** | **Scope of Work** |
| District Project | Rs. 18,000/- per | Graduate Degree/Post Graduate | * 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 Mission activities  in the district.   1. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 2. 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. 3. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 4. 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. 5. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. 6. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO. 7. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and |
| Assistant | month. | Diploma in Management/ Social Sciences/ Nutrition, |
|  | Annual increase @ 3% of remuneration may be granted, subject to  performance. | * 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. * Mandatorily local candidates should be engaged. |

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| **Position** | **Consolidated Remuneration** | **Essential Qualification and Experience** | **Desirable** | **Scope of Work** |
|  |  |  |  | 1. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same   to the DPO and Commissioner/Director,  ICDS.   1. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission. 2. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation. 3. Any other task assigned by DPO. |
| **Position** | **Consolidated Remuneration** | **Essential Qualification and Experience** | **Desirable** | **Scope of Work** |
| Block Project Assistant | Rs. 15,000/- per month.  Annual increase @ 3% of remuneration may be granted, subject to  performance. | Graduate.   * At least 1 year experience of working with Community/Local Government * Good oral and written communication in local language   Mandatorily local candidates should be engaged | * 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 | 1. Supervising overall implementation of the Mission activities in the block. 2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. 3. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. 4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District   Coordinator; etc.   1. Any other task as indicated by CDPO. |