

No. I.11011/11/2010-Stats
Government of India
Ministry of Health & Family Welfare
Statistics Division
Nirman Bhawan, New Delhi-110108

RECRUITMENT OF PERSONNEL UNDER NRHM (On Contract basis)

Ministry of Health & Family Welfare intends to recruit the following Consultants, on contract basis, in the Statistics Division for improving the Monitoring & Evaluation activities under the National Rural Health Mission.

Sl. No.	Position	Nos.	Minimum Pay
1.	Project Manager	1	Rs 1,00,000
2.	M & E Specialist	3	Rs 60,000
3.	Information System Specialist	2	Rs 60,000
4.	Public Health Specialist	1	Rs 70,000
5.	Social Scientist	1	Rs 60,000

The place of duty shall be New Delhi. The remuneration offered is consolidated and fixed, without any allowances and deserving candidates may be offered a higher pay based on their qualifications and relevant experience. The candidates would be required to undertake travel and their expenses would be met as per Government norms for equivalent positions. The positions are for an initial period of one year, but likely to be extended. It is reiterated that these positions are contractual in nature and the Government has no liability to offer any position based on the experience gained by the consultant during his assignment in the Ministry.

A candidate may also apply for more than one post, if eligible, but on separate application form. Candidates shall be required to submit the prescribed application form duly filled up with copies of certificates of qualifications, experience self attested by the applicant. All original documents must be brought for verification at the time of interview.

Application form should be submitted at the address given below latest by 27th December, 2010.

Applications can also be submitted via e-mail at eval-nrhm@nic.in

Note: For candidates submitting application via e-mail should submit hard copies of application and supporting documents at the time of interview

Detailed Terms & Conditions of recruitment for the posts and Application Form can be viewed / downloaded from the website of the Ministry of Health & Family Welfare “mohfw.nic.in”.

Sd/-
Asstt. Director (Stats)
File No. **No. I.11011/11/2010-Stats**

Dated: 26th November, 2010

Address:
Asstt. Director (Stats)
Room No. 509-A
Ministry of Health & Family Welfare
Nirman Bhawan, New Delhi-110108

Government of India
Ministry of Health & Family Welfare
Statistics Division

APPLICATION FORMAT FOR CONSULTANCY POSITIONS FOR MCTS

<i>To be filled in by office only</i>	Reference No: I.11011/11/2010-Stats
S. No. _____	
Date of Receipt _____	
Mode: E-mail/Post/Others _____	

Post applied for _____

1. Name of the Applicant: _____

2. Father's Name: _____

3. Date of Birth: _____ **4. Gender: M/F** _____

5. Contact Details:

a. Mailing Address with PIN Code:

b. Permanent Address with PIN Code:

c. Telephone Number with STD Code: (Res) _____ (Mob) _____

d. Email –ID: _____

6. Educational Qualifications (Post 12th Class/Grade):

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration	Yr. of passing	Division/ Grade/ Marks (%)
1						
2						
3						
4						

7. Professional Trainings/Courses attended (list only those that are for duration of 3 months or more):

S. No.	Name of Training / Course	Name of Institution	Course Duration (in months)	Yr. of completion	Division/ Grade/ Marks (%), if applicable
1					
2					
3					
4					

8. Employment Details (*in reverse chronological order, i.e. most recent backwards*):

S. No.	Designation	Name of Institution/ Employer	From – To (give dates)	Duties and responsibilities (in brief)	Salary drawn (last pay)
1					
2					
3					
4					

9. Areas of Specialisation: (*List 3 main areas*)

10. Proficiency in IT:

{Give details of office automation software, languages, software applications, database management, application development, hardware / networking knowledge etc including level of proficiency}

11. Awards and/or Outstanding Achievements:

12. Publications in last 3 years:

13. Documents to be enclosed: All documents to be self attested by candidate

1. Passport-sized photos
2. Degree / Diploma / Certificate
3. Experience Certificate/s
4. Age Proof
5. Any other supporting documents

Note: For candidates submitting application via e-mail should submit hard copies of application and supporting documents at the time of interview.

14. References: Give the names and contact details of 2 references that are not related to you but are conversant with your work profile.

15. Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified and removed from the position.

Date: _____

Place: _____

Signature of the Applicant

**Ministry of Health & Family Welfare
Statistics Division**

Subject: MCH Tracking System (MCTS) - Terms of Reference for Consultancy Positions

Position	Role and responsibilities	Person specification
Project/Team leader	<ul style="list-style-type: none"> – Oversee the work of the MCH Tracking System (MCHTS) including final sign off on workplans, reports and other deliverables – Development of detailed terms of reference and day to day management of other members of the team – Oral and written reporting to M&E Division of MoHFW as agreed – Representation at meetings and presentation of the work and the products of the Team – Negotiation with state agencies (calling on support of the MoHFW as appropriate) for the monitoring the tracking work in states – Understanding and liaison of other elements of NRHM/RCH2 to ensure that work of the team is complementary to other efforts – Prepare training modules / workshops to orient the stakeholders at the state level to operationalise the MCH and facilitate training as appropriate – To support the state DoHFW in analysing data to monitor and validate results 	<ul style="list-style-type: none"> – Management background (MBA or equivalent) – 5-8 years experience in working with or handling the Government sector (Central or State) – Track record of leading large-scale projects with multiple and multidisciplinary inputs and production of complex deliverables on time – Experience of information systems and IT proficiency with certification – Experience in coordination and liaison with varied stakeholders both governmental and non-governmental – Experience in financial management is desirable – Preferably experience of health/social sector working – Excellent oral and written communication skills and excellent written English – Good negotiation skills

Position	Role and responsibilities	Person specification
Information systems expert (2 Posts)	<ul style="list-style-type: none"> – Lead on the systems, software and tools for analytical framework – Lead on overview, mapping and situational analysis of current data systems state level – Development of plans for harmonisation, integration and synthesis of current systems at various levels from varied sources of data – Development of tools for integration and validation of data from different systems, including IT platforms necessary to operationalise this. – Contracting specific software or technical support as necessary – Liaison with other divisions at the MoHFW and HMIS nodal officers at different levels to operationalise and integrate the analytical framework with existing systems . 	<ul style="list-style-type: none"> – Post Graduate in Quantitative Sciences (Mathematics, Statistics, Operations Research, Econometrics, Business Economics etc) with a 12 months or more certificate course in computer software/ applications OR Post Graduate in Computers (M.Tech, MS, MCA or equivalent) – Minimum 4-5 years experience as systems analyst with working knowledge in computer programming applications – Experience in knowledge management; expert systems; establishment of M&E systems – Track record of working within government systems, and preferably in the health/social sector – Experience in data warehousing and data mining technologies is desirable – Excellent oral and written communication skills and excellent written English

Position	Role and responsibilities	Person specification
M&E specialist (3 posts)	<ul style="list-style-type: none"> – Preparing impact assessment approach to supplement the M&E activities of the Central and State Governments – M&E methodology preparation, sample selection and staff training, providing preliminary analysis of findings – Develop indicators, related targets, methods, sampling procedure and reporting formats and procedures. Ensure that these supplement to link to the existing M&E process of implementing partners and other stakeholders. – Maintain liaison/ coordination with program officers of the Ministry of Health & Family Welfare and the respective M&E cell of the State/ Districts or ensuring timely submission of data; – Compilation and analysis of data for preparing reply to Parliament Questions of the MoHFW and other Ministries; – Identifying gaps and suggesting solutions in the HMIS application software. Assist in reviewing and redesigning the web-based Programme and User Guidelines, procedures and tools; with a view to integrating the M&E Framework, taking into account good practices of other stakeholders – Assist in implementing systems to monitor 	<ul style="list-style-type: none"> – Post Graduate in Management or Quantitative Sciences (including Demography). Post Graduate in Humanities with Mathematics at the Graduate Level may also apply – Candidates with a Diploma/Certificate course in IT would be preferred – 5-6 years work experience as M&E Consultant in health/social sector – Experience of working in a National Level MIS system preferred – Knowledge of Office Automation applications, in particular Spreadsheets and Database. Knowledge of Statistical packages like SPSS, SAS etc. will be preferred – Good data analysis and interpretation skills – Good oral, written and presentation/ communication skills – Result oriented

Position	Role and responsibilities	Person specification
	<p>Quality Assessment and Management Processes under NRHM;</p> <ul style="list-style-type: none"> – Prepare background documentation, concept notes and correspondence as required; – Assist in implementing Community Monitoring and Triangulation of data; – Undertake field visits whenever required and – Any other work assigned by the Division. 	
Public health specialist (1 post)	<ul style="list-style-type: none"> – Lead on the health technical aspects of data validation, and ensure indicators are used, that methodologies are acceptable and that comparable data is being analysed and validated. – Assist the team in undertaking situational analysis of M&E systems at the state level, identifying technical strengths and weaknesses of different systems and indicators. – Identify and suggest ways that validated data systems can also provide validated data against RCH/NRHM data requirements – Liaison with Programme Divisions to receive/analyse data against the agreed indicators and feed into the biannual JRM processes. 	<ul style="list-style-type: none"> – MBBS degree or Masters in Public Health – Experience in designing and implementing M&E systems within the health sector – Demonstrated public health experience/community focus especially within government systems – Understanding of health M&E, including the meaning and measurement of main indicators – Understanding of both quantitative and qualitative research methods and measurement. – Experience in Epidemiology and classification of diseases – Proficiency in computers and use of PC based office automation software – Excellent oral and written communication skills and excellent written English

Position	Role and responsibilities	Person specification
Social scientist (1 post)	<ul style="list-style-type: none"> – Assist the team in undertaking situational analysis and mapping of M&E systems at the state level in social sector – Review the different conceptions, understandings and processes for community monitoring which are taking place in India at present, and liaise with others involved – Support pilot states to implement community monitoring, drawing on methodologies established by others or data produced by other processes. – Design and agree on community monitoring reporting formats in consultation with stakeholders – Identify , liaison and negotiate with State Governments/ CSOs to set up community level mechanisms for monitoring – Work with the other M&E consultants to identify ways to Integrate community monitoring with other M&E components 	<ul style="list-style-type: none"> – Postgraduate degree in social sciences , with 4-5 years experience in the field of social research methods and community based research. – Proven experience in working with range of CBOs on advocacy and community development initiatives – Experience in analysing socio-economic and demographic surveys and use data analysis for planning – Preferably experience of use of social surveys for M&E – including both quantitative and qualitative indicators – Proficiency in computers and use of PC based office automation software – Excellent oral and written communication skills and excellent written English –