

**Terms of Reference  
Consultant (Monitoring and Evaluation), PRC Section,  
Statistics Division**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking resumes from qualified candidates for the above mentioned post purely on contractual basis.

<b>Name of Position</b>	Consultant- Monitoring and Evaluation (M&E)- PRC Section, Statistics Division, MoHFW
<b>Number of Position</b>	1
<b>Duration</b>	One Year with further extensions of similar duration (subject to adherence to extant guidelines /instructions related to the matter and the satisfactory performance).
<b>Location</b>	New Delhi
<b>Type of Position</b>	On Contract
<b>Remuneration (Consolidated)</b>	Rs. 60,000 to Rs. 1, 20,000/- per month.
<b>Eligibility</b>	
<b>Age Limit</b>	Upper limit 40 years as on last date for submission of application
<b>Minimum Education Qualification</b>	MBBS/BDS/BAMS/BHMS/MSW/Master in Social Sciences /Para medical with Post Graduation in Public Health (MPH/ PG Diploma in Public Health) from recognized institutions of UGC/AICTE.
<b>Minimum Experience</b>	2 years of Post Qualification work experience
<b>Desired Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Proficiency in Computer, specifically- familiarity with commonly used software like MS Office and other software packages(like R,SPSS, Python etc)..</li> <li>• Proficiency in data analysis using software tools like SAS, data triangulation, performance, knowledge of public health, State demographics, population etc.</li> <li>• Experience in designing tools and strategies for data handling/ collection, data analysis and production of reports (preferably in Health sector) in Government Organization.</li> <li>• Experience in working on health issues at programme or policy level, monitoring and evaluation, data analysis, public health administration and governance.</li> <li>• Technical knowledge of implementation, monitoring, and evaluation of RMNCAH+N and other programmes of health sector such as Primary health care and NCDs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Willingness to travel to States and districts to provide technical assistance and the ability to work on different assignments simultaneously to meet the timelines for assignments.</li> <li>• Good communication and report-writing skills in English and a working knowledge of Hindi.</li> <li>• Demonstrated ability to work in a multi-disciplinary team environment.</li> <li>• Preference would be given to the candidate having experience of working Centre/State UT Health Departments.</li> </ul>
<b>Other terms and Conditions</b>	<ul style="list-style-type: none"> <li>• In case of resignation, one month's notice is to be served by the candidate.</li> <li>• Should be ready to travel anywhere in India.</li> </ul>
<b>Roles &amp; Responsibilities</b>	The Consultant will be based at PRC Section of Statistics Division of the Ministry of Health and Family Welfare
<b>Detailed responsibilities of the position</b>	<ul style="list-style-type: none"> <li>• To coordinate with 18 Population Research Centres (PRCs) for finalization of Annual Work Plan and PIP monitoring of Districts under NHM.</li> <li>• Coordination with the Programme Divisions of the Ministry for the finalization &amp; dissemination of the studies conducted by PRC.</li> <li>• Technical support for finalization of research studies to be conducted by 18 Population Research Centres (PRCs).</li> <li>• Understand functional and technical requirements from various departments (Centre, State/UT, and other stakeholders) for the implementation and monitoring of health programmes by the PRCs.</li> <li>• Prepare quality and standard concept documents, design documents, process flow documents, implementation frameworks, guidelines, protocols, and user manuals as per requirements.</li> <li>• Regular phase-wise monitoring of the PRCs for allocated research studies and submission of progress report on quarterly basis.</li> <li>• Collection and compilation of the final reports of research studies and PIP Monitoring of districts received from various PRCs.</li> <li>• Review and analyze various proposals and reports/studies/data/ PIP Reports received from the PRCs to facilitate decision making by the MoHFW and to suggest actions to achieve various health-related goals at the Centre and State level.</li> </ul>

	<ul style="list-style-type: none"><li>• Provide training, review and programmatic support to PRCs for strengthening and implementation of key interventions of the Ministry.</li><li>• Undertake other assignments, which may be assigned from time to time by the reporting authority.</li></ul>
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**How to apply:** Candidates are requested to fill in the online application correctly, which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is 12-November-2024