

BIHAR VIKAS MISSION

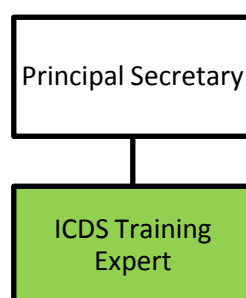
Job Description



1. General Information

Position Title:	ICDS Training Expert
Reports to:	Principal Secretary – Social Welfare Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Provide expert advice and technical inputs for system strengthening of ICDS in Bihar by advising and supporting the Department in planning the Capacity Building of ICDS functionaries
- Assist in the development of roadmap and strategy note for capacity building of ICDS functionaries through situation analysis, mapping of the existing services / resource agencies / persons and desk review
- Oversee the development of training calendar and its dissemination to the frontline workers
- Guide the development of a holistic training and development roadmap for ICDS functionaries by taking into account the participation of trainers, supervisors, parents, community and AWW functionaries
- Support building of evidence-based mapping of good practices and lessons learned from ICDS Capacity Building module of other states
- Identify unique training needs for Anganwadi workers and helpers and provide guidance in the development of customized training modules including topics such as:
 - Village mapping and community rapport building and mobilization
 - Community surveys and beneficiary enlisting
 - Working knowledge of Nutrition, Health check-up and Immunization of pregnant and lactating mothers and young children
 - Health, Nutrition and education of adolescent girls
 - Adopting creative modes of communication such as traditional and folk media, awareness camps, street plays etc.
 - Maintain liaison with Panchayat, Primary Schools, Mahila Mandals and Health Functionaries etc.
 - Management of AWCs and maintain reports etc.
- Identify unique training needs for ICDS Supervisor and CDPOs and provide guidance in the

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development of customized training modules including topics such as :

- Understanding of role and responsibilities
- Coordination and liaison with Government Ministries / Departments (Health, Education, Rural Development, Information and Broadcasting) for ICDS Program
- Communication and Counseling Skills required by CDPO/ACDPO
- Guidelines and manuals of Department of Social Welfare etc.
- Support the Department to coordinate with various external stakeholders such as SPMU team, training institute, State Skill Development Mission, State IT Mission and relevant Development and NGO partners in effective deployment of training programs
- Facilitate the process of identifying and on boarding high quality master trainers for ICDS capacity building module
- Plan and provide guidance in execution of training plan and help to track the agreed milestones in implementation of training workshops by developing indicators for the same
- Anchor the roll out plan of the training module in coordination with the key functionaries in the Department

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as and when required

4. Qualifications and Experience

Essentials:

- PG Diploma (2 years full time) or Master's or higher degree (full time) in Social Work / Public Health / Health Communication/ Rural Development
- Minimum 10 years of post-qualification in capacity building and / or training & development

Preferred:

- Less than 70 years of age as on 1st January 2019.
- Experience in planning and implementation of training programs at national or state level forums for social development programs / initiatives
- Experience in developing / implementing participatory training methodology and managing / facilitating training related to ICDS programs
- Proven track record of working with state / central government organisations / bilateral / multilateral organizations / reputed international NGOs (such as UNDP, OXFAM, WHO, ADB, UNICEF, Bill and Melinda Gates Foundation, Clinton Foundation etc.) on projects / programs of similar nature and size
- Certificates / Courses in relevant areas will add weight to the candidature
- Honors / Awards / recognized publications in relevant area will be an added advantage

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5. Knowledge and Other Skills

- Excellent knowledge and familiarity with the national flagship programmes (ICDS, PVTG, NHM, RBSK, training policy of GOI and others)
- Excellent knowledge of latest techniques and methodologies and best practices in capacity building and training & development
- Fluency in local dialects of Bihar such as Maithili / Magahi / Bhojpuri will be preferred
- Demonstrated ability to work in a multidisciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations and agency
- Fluency in written and spoken English and Hindi