

**State Water & Sanitation Mission,**  
Rural Water Supply & Sanitation Department,  
Government of Andhra Pradesh,  
HRD Building, SRTGN Campus, Errummanzil Colony, Hyderabad – 500 082

**PRESCRIBED TASKS & MINIMUM REQUIREMENT**

**Background:**

The State Water & Sanitation Mission is implementing the UNICEF, Hyderabad Field Office supported “Strategic Support to the State Water and Sanitation Mission (SWSM) to accelerate the Sanitation Progress in Andhra Pradesh. The duration of the project is till February, 2016.

The consultant will be provided with work space at the office of the Project Director, SWSM, Andhra Pradesh to carry out the assignment.

**i. M&E Specialist cum MIS Consultant**

**Tasks:**

- Ensure data updation and online reporting for Swachh Bharat Mission (Gramin) SBM (G).
- Undertake independent monitoring of the implementation of and evaluation of SBM (Gramin) programmes including Monitoring & Surveillance.
- Analyze physical and financial progress and prepare status report for SBM (G) / SLSSC meetings.
- Critically analyze the processes adopted under RWS and SBM in each district & prepare review report.
- Liaise with key/ resource institutions (including officials at MoDWS) for developing a monitoring network.
- Assist in organizing review meetings, seminars, workshops, on M&E and MIS aspect of the SBM (G) programmes.
- Visit districts and blocks to monitor & evaluate the M&E programmes adopted and submit reports to Secretary (RWS&S) and Project Director (SWSM).
- Undertake any other assignment as directed by Secretary (RWS&S) and Project Director (SWSM)
- Monthly self-assignment report need to be submitted to the department on the overall progress of the sanitation coverage in the State as well as districts.
- Any work assigned by the Project Director.
- Seek technical guidance from The Project Director, SWSM, WASH Officer UNICEF – HFO and State Consultant for WASH, Andhra Pradesh

**Minimum requirements**

- A Post Graduate degree in Computer Science/ Post Graduation in Statistics
- At least 10 years overall experience in the field of monitoring and evaluation, with minimum of two (2) years experience in Rural Water Supply & Sanitation (RWS&S) and experience in working Government of India (GoI) and Externally Aided (EAP) Projects along with database applications with capabilities to generate customized reports.
- Good knowledge of RWSS/Rural Development Programmes and PRIs functioning.
- Knowledge of Evaluation, Monitoring and Appraisal of RWSS / Rural Development Programmes
- Knowledge and ability to use computer, MS office including graphics is essential.
- Knowledge of web based / web enabled M & E programmes desirable.
- Ability to work independently without any secretarial support
- Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts
- Ability to establish good working relationships analyze, negotiate will be additional advantages.
- Should be equipped with own laptop, net facility and own conveyance in commuting to office.
- Excellent written and oral Telugu and English communication skills.

**Place of posting:** In the office of the Project Director, SWSM, Andhra Pradesh, India

**Age limit:** Below 45 years. Requires extensive travel to districts in Andhra Pradesh.

**ii. IEC cum HRD Consultant****Tasks:**

- Assist department in carryout various IEC activities under the Rural Water Supply and Sanitation Programme.
- Assist department in develop guidelines, manuals and technical notes on Programme Communication for all the programmes under WASH Sector.
- Assist the department in preparation of Annual IEC plan for the State and guide the districts to prepare their own plans.
- Identify training needs and develop suitable training modules for RWS, SBM and School Sanitation.
- Prepare State Sanitation, Hygiene Advocacy Communication Strategy (SHACS), Drinking Water Advocacy Communication Strategy (DWACS)

and guide the districts in preparing District Communication Plans (D-SHACS).

- Coordinate dissemination of available IEC materials for Water & Sanitation to all districts and blocks.
- Documentation of success stories/ best practices/ institutional arrangements etc.
- Assist department in organizing review meetings, seminars, workshops on communication for sanitation / hygiene education; prepare base papers and final reports and prepare mechanism in identifying suitable NGOs.
- To advise District implementing agencies on IEC aspects of RWS & SBM implementation: (demand creation / IEC on promotion of school sanitation & hygiene education, technical options, alternative delivery systems, self-help groups for water & sanitation) in consultation with nodal person in the department.
- Prepare quarterly progress reports for discussions and review with district and mandal functionaries.
- Monthly self-assignment report need to be submitted to the department on the overall progress of the sanitation coverage in the State as well as districts.
- Any work assigned by the Project Director.
- Seek technical guidance from the Project Director, SWSM, WASH Officer UNICEF – HFO and State Consultant for WASH, Andhra Pradesh.

**Minimum requirements:**

- Postgraduate degree in Mass Communication / Social Work / Communications for Development with at least 10 years overall experience in the field of communication and two (2) years exclusively in Rural Water Supply & Sanitation area; experience in Conducting Trainings / Human Resource Development related to Rural & Community Development or similar field.
- Knowledge of participatory methods and their application will be an added advantage.
- Good knowledge & experience of the rural water supply & sanitation programmes, PRI systems and NGO network.
- Experience in Communication Strategy development, implementation and impact assessment of IEC interventions.
- Knowledge, ability to use computer; MS Office including graphics is essential.
- Excellent written and oral communication skills. Reading, writing and communicating in Telugu and English is very much required.
- Ability to work independently without any secretarial support.

- Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts.
- Ability to establish good working relationships, analyse, negotiate will be additional advantages.
- Should be equipped with own laptop, net facility and own conveyance in commuting to office.

**Place of posting:** In the office of the Project Director, SWSM, Andhra Pradesh, India

**Age limit:** Below 45 years. Requires extensive travel to districts in Andhra Pradesh

**Terms and Conditions:**

- i. The appointment is purely temporary on project basis and does not confirm any rights for regular appointments either in Government or in UNICEF.
- ii. The consultant will be paid consolidated payment which inclusive of all.
- iii. Should be equipped with own laptop; net facility and own transport to commute to office.
- iv. Willing to travel frequently to districts as assigned by the Project Director.
- v. An advance notice of one month time will be given in case of his / her discontinuance.
- vi. The consultant will be required to give an advance intimation of at least one month time in case of his /her leaving the post to the Project Director, SWSM.
- vii. The Consultant(s) would be working full time and should not perform or take up other private / Government Jobs during the same time.
- viii. The consultant has to sign a MoU with the SWSM in token of having agreed for the contract
- ix. The Project Director reserves the overall right to assign the work / travel / working hours / etc.,.
- x. The Project Director reserves the right to terminate the contract without assigning any reasons except the condition stipulated at item (vi).

Project Director,  
State Water & Sanitation Mission,  
Government of Andhra Pradesh  
Hyderabad