**Terms of Reference (TOR)**

**Monitoring & Evaluation Consultant**

**Required Positions: Three**

**Tenure- One Year**

**Consolidated Consultancy Fee - Rs.60,000 per month**

**ESSENTIAL QUALIFICATIONS:**

Full time post graduate degree in Statistics/ Economics/Demography from UGC recognized institute /university.

**Desirable qualification:** Diploma/certificate (regular) course in IT.

Candidates scoring minimum 60% in aggregate (or equivalent grade) in the qualifying graduate/ post graduate degree (as applicable) are only eligible to apply.

**Work Experience:**

* 5 years’ experience in monitoring & evaluation of social sector projects,
* Experience of working in a national level MIS system,
* Experience of using statistical packages like SAS, SPSS, Devinfo etc. Base SAS certification is preferred
* Experience & high degree of competency in using Windows-based computer programs,
* Thorough knowledge of monitoring & evaluation, data dissemination techniques, generation of reports & documentation,
* Familiarity with monitoring & evaluation indicators used in health sectors,
* Excellent oral and written communication skill in Hindi and English.

**Roles and responsibilities:**

* To develop indicators/templates for report/dash boards/score-cards as per requirement of the Ministry,
* To examine data for inconsistencies and follow-up with the states for rectifying the errors,
* To prepare M&E methodology for effective utilization of data available on HMIS.
* To compile reports based on data analysis using statistical tools for providing to different stakeholders,
* To identify gaps and suggest solutions for improving existing HMIS application,
* To provide training to State & District level officers on various aspects of HMIS including data reporting formats, reports and utilization of data.
* To develop indicators, related targets, sampling procedures for supplementing M&E process of implementing partners and other stakeholders,
* To liaison with State officials, development & technology partners and other stakeholders,
* To travel within country as required by the Ministry.
* Any other work assigned by the senior officers of the Ministry.

Applications must reach by 4 pm on **24th January-2014** by email to **consultants.me.2014@gmail.com** or by

post/by hand to HR Manager, NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067.

**Please ensure to mention post applied for on the subject-line (in e-mail) and on the envelope (in post/by**

**hand), without which applications will not be accepted**