

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

MINIMUM REQUIREMENT & PRESCRIBED TASKS

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 May, 2016.

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

MIS and M&E Consultant :

Minimum requirements

- i. The post of MIS and M&E Consultant is purely temporary
- ii. A Post Graduate degree in Computer Science/ Post-Graduation in MCA/ MBA from reputed University.
- iii. At least 8 years overall experience in the field of Management Information System and monitoring & evaluation, with minimum of five(5) years of experience in Rural Water Supply & Sanitation (RWS&S) and experience in working Government Sector.
- iv. Experience in Govt of India and Externally Aided (EAP) Projects along with database applications with capabilities to generate customized reports.
- v. Good knowledge of RWSS/Rural Development Programmes and PRIs functioning.
- vi. Knowledge of Evaluation, Monitoring and Appraisal of RWSS / Rural Development Programmes
- vii. Knowledge and ability to use computer, MS office including graphics is essential.
- viii. Knowledge of web based / web enabled M & E programmes desirable.
- ix. Ability to work independently without any secretarial support
- x. Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts
- xi. Ability to establish good working relationships analyze, negotiate will be additional advantages.

- xii. Should be equipped with own laptop, net facility and own conveyance in commuting to office.
- xiii. Excellent written and oral Telugu and English communication skills.

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

Place of posting: In the office of the Project Director, SWSM, Andhra Pradesh, Hyderabad, India if the office is shifted he/she shall work at the place where the Office of the PD is located.

Age limit: Below 40 years. Requires extensive travel to districts in Andhra Pradesh.

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