

**Advertisement for Contractual Basis Vacancy of  
"State Consultant - Menstrual Hygiene Management"  
under Swachh Bharat Mission(Gramin) UP**

<b>Job Title</b>	State Consultant - Menstrual Hygiene Management
<b>Place of Work</b>	State Sanitation Cell, Swachh Bharat Mission ,Directorate of Panchayatiraj, Lucknow
<b>Reports to</b>	Mission Director, SBMG UP/ Nodal officer SBM(G)
<b>Manages</b>	Activities related to MHM (Low Cost Sanitary Napkin Production)

**Qualification** - Post Graduation in Social Work/Sociology/Pubic Health

**Work Experience** - Minimum 07 years of Experience out of which at least 05 years in Sanitation/MHM Programme

**Computer Skills** - Experience of working on Internet, E-mail and MS-Office

**Job Purpose**

- Provide technical support and oversight to the implementing Panchayat Udyogs effective and efficient implementation of MHM project in all the districts of UP.
- Provide field level support through effective monitoring & evaluation, conducting regular field visits to review progress and capacity building of the implementing Panchayat Udyogs to ensure quality of the field interventions and appropriate targeting of excluded communities
- Support to further develop and strengthen Low cost Sanitary Napkin MHM projects/interventions and timely and internal reporting.
- Strengthen and develop MHM programmes and approach of SBMG in UP as MHM expert

**Reporting line:**

The State Consultant MHM will report to the Mission Director, SBMG UP/ Nodal Officer SBM(G)

**Key working relationships:**

**Internal:** Nodal Officer, IEC Consultant, HRD Consultant ,MIS Consultant, SBMG UP in UP

**External:** Panchayat Udyogs, consultants, sector stakeholders, MHM focal points in the region & within or outside the state

**Key Responsibilities:**

**1. Project Management Support:**

1. Undertake regular field visits to Panchayat Udyogs to assess effective and efficient delivery of projects and provide feedback with respect to achievements, shortcomings and further improvement. This may entail conducting field visits for personal observation and substantiating partner claims.
2. Ensure effective and timely delivery of agreed outputs and outcomes as set-out in the project guidelines and documents.
3. Develop & compile monthly/quarterly/six-monthly and annual progress reports for SBMG and as per prescribed format & contents.
4. Work closely with IEC and MIS to develop performance measurement sheet for receiving and reviewing weekly progress
5. Ensure that required project data and information is collected as per agreed standards on IEC & MIS formats and data tools.

6. Build strong rapport and linkage with PUs for effective coordination and support
7. Prepare, implement and review project plans, project proposals, annual activity plans, project budgets, LFAs in coordination with the respective program implementation teams.
8. Document and compile MHM case studies
9. In consultation and close coordination with Manager Rural organize provincial and national level events, planned in the project
10. Assist and facilitate the mid-term and final project evaluation processes
11. Maintain effective communication with the supervisor and team
12. Establish an interface with other PU production.
13. Undertake any other programme related official task assigned by the supervisor

## **2. Support and Capacity Building of Partner Organizations**

1. Identify the capacity building needs of the PUs and support in addressing the identified capacity gaps through training and coaching.
2. Assist in organizing experience sharing and exposure visits of partners
3. In close coordination with Manager Rural support partners in developing TORs for formative and action research studies planned under the project
4. In close consultation with Nodal Office/State IEC Consultant and Communication Team provide support in development of effective and relevant IEC materials on MHM
5. Roll-out and explain organizational policies and donor compliances to partners
6. Roll-out organisational resource book on MHM to partners

## **3. Contribution to Effectiveness of the Programme and WAP**

1. Assist Nodal Officer by feeding ground level information and data for timely decision and necessary changes in plans of programme implementation.
2. Provide relevant support and maintain data bank for internal reporting and developing six-monthly & annual reports, programme plans and reviews and other need-based reporting to donors
3. Contribute to internal organizational discussions, strategic direction of programmes and other management related issues
4. Assist in preparing project plans and budgets
5. Actively participate in staff meetings and contribute in team-building initiatives and events
6. Liaison closely with other SBMG departments and units to ensure that all project activities are in compliance with SBMG policies and are technically accurate.
7. Represent SBMG as MHM focal point in internal and external forums/events
8. Contribute in developing and strengthening MHM programmes at organisational, State level.

### **How to Apply**

Please E-mail your CV on [wantsprd@gmail.com](mailto:wantsprd@gmail.com) till 29th Dec 2017.

Please note CVs will not be accepted after 29th Dec 2017.. Only short-listed candidates will be contacted.

Email id: [wantsprd@gmail.com](mailto:wantsprd@gmail.com)

Mission Director,  
SBM(G),Uttar Pradesh