

“EXPRESION OF INTEREST NOTICE”

Water and Sanitation Support Organization (WSSO), State Water and Sanitation Mission, Shimla, Himachal Pradesh invites applications on prescribed format for filling up the post of Consultant (HRD&IEC) on contract basis for a period of one year (renewable based on performance/further requirement of the programme). The Terms of Reference (ToR) detailing the qualifications, age, deliverables and prescribed application format etc. is available on departmental website www.hpiph.org. Last date for applying for the above post is 4th June, 2018 upto 5 PM. The application along with self attested copies of all required documents related to qualifications, age etc. be submitted to **The Chief Engineer cum Director (WSSO), Dhalli, Shimla-12 on or before the last date.**


for Chief Engineer
Cum Director (WSSO)
Dhalli, Shimla-12

**SWSM-WSSO-ESTT/
State Water and Sanitation Mission
WSSO, Dhalli, Shimla-12**

**Terms of Reference (ToR) for Consultant (HRD&IEC)
to be placed at State level in Water and Sanitation Support Organization (WSSO)**

Background:-

Provision of adequate & safe drinking water and sanitation is a basic necessity. Rural water supply and sanitation are State subjects and have been included in the Eleventh Schedule of the Constitution among the subjects that may be entrusted to Panchayati Raj Institutions (PRIs) by the States. To support States and UTs with financial and technical assistance in implementing the reform initiative in rural drinking water programme and to achieve total sanitation coverage in all habitations, the Ministry of Drinking Water and Sanitation (MDWS), Government of India (GoI) is administering the National Rural Drinking Water Programme (NRDWP) and Swachh Bharat Mission (Gramin) in all States/UTs of the country with the objective to achieve water security & safety and good sanitation coverage. As per the provisions in NRDWP guidelines, Water and Sanitation Support Organization (WSSO) has been conceptualized and established in the State to support and implement the reform initiatives in rural water supply sector under National Rural Drinking Programme.

Objective of Consultancy:-

The Consultant (HRD&IEC) will be placed at State level at WSSO headquarter. He/ She will plan, implement and monitor the Human Resource Development (HRD), Information, Education and Communication (IEC) activities for various stakeholders throughout the entire State at district, block and GP level according to the objectives and goal National Rural Drinking Water Programme (NRDWP).

He/she will be responsible for capacity building and awareness generation on various aspects of drinking water and its quality in rural areas and provide motivational support to enable village community, Village Water and Sanitation Committees (VWSCs) and PRIs to play their rightful role in proper planning, implementation, operation, maintenance and management of their rural water supply schemes and water resources as per the provisions and mandate of NRDWP. He/ She should be well updated on social and development issues related to the NRDWP, support and water quality monitoring and surveillance (WQMS) activities and will act as a State level HRD and communication specialist for NRDWP. The National/State IEC strategy will be the prominent part of the assignment. Details of deliverables/tasks are as under:

Deliverables:-

- a. Preparation and implementation of Annual Action Plan for Support activities and ensure its effective implementation throughout the State.
- b. Take action to identify the HRD & IEC needs and develop suitable social and behavior change communication HRD& IEC intervention, modules/manuals under NRDWP for effective implementation of the programme at district, block and GP level.
- c. To monitor the progress, find the gaps in programme implementation, suggest remedial measures and report the same to Director (WSSO) for further improvement in programme implementation.
- d. Follow up with DWSSM and BRCs for regular monthly/quarterly/annual physical and financial progress and ensure its online reporting/updates.
- e. Field visits to districts, blocks and GPs to monitor the progress of the programme physically.
- f. Prepare and analyze progress reports for discussions and review with State, district and block level functionaries
- g. Records and update all fund releases to state/districts.
- h. Coordination and dissemination of available HRD& IEC material at district, block and GP level.
- i. Documentation of success stories/ best practices etc. and impact assessment of social and behavior change/IEC interventions
- j. Conducting workshops and trainings related to HRD& IEC for various departmental stakeholders for capacity building and awareness generation at district, block and GP level
- k. Conceptualization, designing and dissemination of state specific HRD& IEC/communication material
- l. Ensure implementation of awareness/capacity building activities on various aspects of drinking water and its quality in rural areas, schools etc.
- m. Provide motivational support to enable village community, Village Water and Sanitation Committees (VWSC) and PRIs to play their rightful role in proper planning, implementation, operation, maintenance and management of their rural water supply schemes and water resources on sustainable basis.
- n. Liaison/coordination with administrative department e.g. I&PH and with line departments e.g. RD&PR, Health, Education, DWCD, Zila Parishad, NGOs/Support organizations and other partner institutions
- o. Reporting to Chief Engineer cum Director (WSSO) at state level.
- p. Reporting and coordination with SE/State Coordinator/Executive Engineer/State Consultants, WSSO staff etc.
- q. Technical and programmatic support to BRCs/support organizations and GPs/VWSCs
- r. Any other work assigned by Chief Engineer cum Director (WSSO) in the interest of the programme.

Essential qualifications:

- a. Post-Graduate Degree in Science/Environmental Science/HRD/Environmental Engineering/MBA (HRM) with at least 50% marks.
- b. Knowledge of Computer Fundamentals, MS Word, Excel, Power Point including graphics.
- c. The candidates meeting the essential qualifications shall only be considered for the above cited post. No relaxation in qualifications shall be allowed.
- d. Good knowledge of the rural water supply and sanitation programmes, PRI system and NGO network
- e. He/she should have strong communication and presentation skills, knowledge about PRA techniques, IPC tools, BCC, communication strategy development, implementation and impact assessment of IEC interventions
- f. Should have excellent written and oral skills in Hindi and English. Knowledge of local language, culture, manners etc.
- g. Strong ability to conceptualize, develop, design, disseminate and conduct effective HRD & IEC activities under NRDWP to involve the community and PRIs in planning monitoring and management of RWSS as per the programme objectives
- h. Should be updated on development issues, social policies on water and sanitation at national and state level
- i. Ability to work with various partners, establish good working relationships, ability to analyze and negotiate.

Desirable Qualification:

- a. Candidates having relevant working experience in water quality/ environmental science/environmental engineering will be given additional weightage.
- b. Knowledge of local language, culture, manners etc.

Age limit: 21- 45 years as on the last date of receipt of application.

Emoluments: Minimum as per NRDWP guideline. Other allowances will be admissible as applicable to State Consultants. TD/DA will be applicable as admissible to Category-B officers of H.P. Govt. employees.

Contract duration and appointment

Initially for one year, but renewable based on performance and requirement of the post/programme. He / She would be located in the office of WSSO HQs and will report to Director (WSSO). In case of poor performance, the contract may be terminated by WSSO by giving one month notice or one month salary in lieu thereof.

General Conditions:

1. The completed application form on the prescribed format with self attested photocopies of education qualifications should reach the Chief Engineer cum Director (WSSO), Dhalli, Shimla-12 on or before 21 days of publication and up to 5 pm.
2. The applications received after 21 days of publication will not be accepted and will be rejected without any further correspondence.
3. The application not submitted on prescribed format, unsigned, incomplete, received without requisite photocopy of qualification certificate, not meeting age criteria will be rejected without any notice.
4. The engagement is purely on contract basis which can be further extended as per the requirement of the programme/performance of the individual.
5. The selected applicants will require sign an agreement.
6. The selected applicants can be posted anywhere in Himachal Pradesh.
7. The applicants shall be ready to accept the emoluments as stated in the advertisement or as amended for time to time by the Competent Authority for the contractual period or extended contractual period if any and will not have any right to lay any extra claim over and above.
8. A candidate shall apply if he/she is ready to join and work at any place of his posting in Himachal Pradesh.
9. No request of attachment of additional documents with the application after receipt will be entertained.
10. The candidate applying for the post must ensure that he/she fulfill all the educational conditions. If on verification at any time before or after interview or engagement, it is found that they do not fulfill any of the eligibility criteria or it is found that information furnished is false, their candidature will be cancelled or engagement will be terminated immediately without prior notice.
11. WSSO, SWSM reserves the right to withdraw the vacancy Circular at any time without assigning any reasons.

General Conditions:

1. The completed application form on the prescribed format with self attested photocopies of education qualifications should reach the Chief Engineer cum Director (WSSO), Dhalli, Shimla-12 on or before 4th June, 2018 up to 5 pm.
2. The applications received after 4th June, 2018, 5 pm will not be accepted and will be rejected without any further correspondence.
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**STATE WATER AND SANITATION MISSION
WATER AND SANITATION SUPPORT ORGANIZATION
DHALLI, SHIMLA-12**

PRESCRIBED APPLICATION FORMAT

1. Post applied for:
2. Name of the applicant (in Block letters):
3. Father's/Husband's name:
4. Date of birth & age as on last date:
5. Permanent Address:
6. Phone No.:
7. Email ID:
8. Education qualifications starting from 10th class onwards (enclose self attested copies as proof):

Affix recent
self attested
passport size
photograph

Sr. No.	Name of Examination passed	Year of Passing	Name of the Board/University	% marks	Division	Subjects

9. Are you eligible for the post as per essential qualification in relevant field: Yes/No
10. Knowledge of computers fundamentals (enclose certificate/diploma etc in computers):
11. Any other relevant information:
12. A write-up in 200 words as to how the applicant consider himself/herself qualified to be appointed as Consultant (HRD&IEC) and State level and what he/she can contribute to the SWSM, WSSO activities.

Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt had been made by me to conceal willfully or misrepresent the fact (s), my candidature may summarily be rejected or employment terminated.

Place.....
Date.....

Signature of candidate

Note: On the top right hand side of the application form, a latest self attested passport size photograph may be affixed. Self attested copies of documents/testimonials supporting the qualifications, date of birth etc. should be enclosed with the application form.