



POPULATION SERVICES INTERNATIONAL, INDIA
Scope of Work (SOW)

TITLE: Consultant (Program Associate)
No of Positions: Four (4)
LOCATION: MP (Morena, Ratlam & Satna) and Odisha (Bhubaneswar & Cuttack)
DEPARTMENT: Research
REPORTS TO: Senior Manager - Monitoring Learning & Evaluation
ROLE OF: Data Collection
Data NO OF POSITIONS: 4
TERM OF THE CONTRACT: 7 months (until Dec'24)
GRADE LEVEL - Equivalent to Salary Band (F)
NATURE OF THE CONTRACT: Field Staff

PSI INDIA is a non-profit, nongovernmental organization dedicated to improve life for SARITA in India, particularly the improvement of reproductive and sexual health, improved services for the health of mothers and children, sustainable sanitation solutions for cities and slums. PSI was incorporated in 1980 under the India Societies Act of 1860 and began implementing full-scale activities in 1988. Over the past thirty-three years, PSI India has collaborated with the Government of India and a number of donors to implement various programs towards increasing the use of modern contraception for family planning, to provide products and services for the health of mothers and children and to decrease the spread of HIV/AIDS and TB. For more information, please visit www.psi.org.in.

About specific Program:

PSI India implemented program in India with an objective to increase the use of modern methods of contraceptives among the urban poor. The program has completed five years of its implementation in various cities across Uttar Pradesh, Madhya Pradesh and Odisha. Based on the learnings, program is intending to use selected core package of high impact interventions (HIIs) and High Impact Practices (HIPs) for ready adaptation and adoption in identified rapid scale up cities, through the Rapid Scale-up Initiative (RSI) and yield two lead KPI- Sustainably scale up HIIs/HIPs and generate more additional FP clients, with minimalistic yet powerful resource package to strengthen FP outcomes in the rapid scale up cities. The location of rapid scale initiative in 5 cities (Cuttack, Bhubaneswar, Morena, Ratlam and Satna) of Odisha and MP.

POSITION PURPOSE:

To collect RSI program data through various tools from the RSI supported facilities of the 5 cities (Bhubaneswar, Cuttack in Odisha; and Satna, Morena and Ratlam in Madhya Pradesh).

DUTIES AND RESPONSIBILITIES:

- UPHC and DH level facility visit to review documents/ data and meeting minutes.
- Ensure timely monthly data collection of horizontal scale up tool and QI checklist (City, UPHC and DH level)
- Ensure quarterly data collection of HSS checklist (Leadership & ownership, Data quality, Capacity building, LG commitment and spending, data for decision making)



- Prepare action plan with all the UPHCs and DH, discuss it with city level officials along with city lead, and ensure timely accomplishment of quarterly actions.
- Ensure monthly review of ASHA documents and UHIR, due list.
- Observe facility level activities like FDS, MoM, review meetings, coaching platforms and QI checklist.
- Any other work, as and when assigned by the supervisor.

A. QUALIFICATION AND EXPERIENCE:

- Graduate with 3-5 years of relevant experience or Post-graduate with 1-3 years of relevant experience.
- Preference will be given to person having experience in quantitative HH survey data collection, field monitoring and surveys on family planning.
- Knowledge of MS office especially MS excel.
- Preference should be given to those who have worked in maternal and child health or family planning programs.
- Good communication skills (speaking and writing) in Hindi/Oriya (as applicable)

B. SKILLS:

- Leadership ability, including the capacity to set and manage accountability of self and others.
- Ability to communicate clearly and concisely, orally and in writing in English and Hindi/Oriya and to make effective presentations to the communication team.

Terms of Payment:

- On the completion of assigned task and submission of monthly deliverables.
- On a monthly basis, submission of Invoice.
- No advance will be awarded to the consultant.
- In case of failure to meet the project expectations as per the work order, necessary measures in terms of deduction/forfeiture of payments may be done as deemed fit.

Project Allocation (from where the payment is to be made)

RSI (Rapid Scale-up Initiative) - 100%

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability