



POPULATION SERVICES INTERNATIONAL, INDIA

Scope of Work (SOW)

TITLE: Consultant
LOCATION: Patna, Bihar
DEPARTMENT: Programs
REPORTS TO: General Manager - Program Implementation (Project Lead)
ROLE OF: MIS
SUPERVISES: None
Term of the Contract: till 31st Dec, 2024
Nature of the Contract: Per day engagement Consultant/STC/
CATEGORY: Program Support & Management (Office Staff)

Program details:

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. Bihar, with 8.58% of India's population, is a predominantly rural state, with 89% of residents living in rural areas. The fertility rate in Bihar is the highest among all Indian states, with an average of three children per woman. As per NFHS-5 data, only 20.2% of health workers engage in discussions about family planning with female non-users, highlighting the need for improved outreach, education, and quality services. The FP program is being implemented in 38 districts of Bihar. The program is closely associated with the Government counterparts on Family Planning. FP program aims to strengthen the health system in Bihar with dedicated family planning interventions. To address preventable maternal, newborn and child deaths by increasing the use of modern contraceptive methods among married women aged 15 to 49, The focus is on first-time parents, PFP/PAFP & ensuring FP services at below block level facilities (HWCs) while improving access, coverage, and quality of evidence-based reproductive, maternal, newborn, and adolescent health interventions.

Purpose of the Position:

PSI India seeks a hardworking, dynamic candidate for the position of - Consultant - MIS for FP Program in Patna-Bihar and will be placed at State Health Society, Patna, Bihar. The Consultant - MIS is responsible for district wise data collecting and entry of contraceptive data. The main role of MIS is to organise and analyse data and use it to generate informative reports. With these reports, the organisation's management and SHS can monitor the performance of FP program and provide their support to districts for improvement. This role supports the State & district team and SHS to understand the overall contraceptive off-take of each district through HMIS and other portal analysis. This position would be responsible overall support to PSI India FP program state team and SHS in analysis of monthly HMIS data collected from districts and overall day to day work support to SHS and PSI India State team. The position will report to the General Manager FP Program, Bihar and will work in close coordination with SHS-Bihar and program team members.



Responsibilities:

PSI India seeks a hardworking, dynamic candidate for the position of Consultant - MIS for the FP Program in Patna, Bihar. This role will be based at the State Health Society in Patna, Bihar.

- **Data Collection and Entry:** Collect and enter district-wise contraceptive data.
- **Data Organization and Analysis:** Organize and analyse data to generate informative reports.
- **Performance Monitoring:** Use reports to help the organization's management and SHS monitor the performance of the FP program, providing support to districts for improvement.
- **Support to State and District Teams:** Support the State and district teams and SHS in understanding the overall contraceptive off-take of each district through HMIS and other portal analysis.
- **Monthly HMIS Data Analysis:** Support the PSI India FP program state team and SHS by analysing monthly HMIS data collected from districts.
- **Day-to-Day Support:** Provide daily work support to SHS and the PSI India State team.
- Follow-up with all districts to ensure daily KOBO FP reporting and compilation of the same.
- Maintain regular communication with the field team to ensure timely data collection
- Provide training or guidance if required to ensure data is collected accurately
- Ensure that the daily KOBO reporting status and FP data are shared promptly with SHS and PSI India.
- Prepare regular reports and dashboards to visualize key performance metrics.
- Ensure data accuracy and integrity.
- Collaborate with the field team to ensure the collection of all FP data.
- Update the Master database (month-wise methods-wise FP data, and district wise PFP data where high delivery load) in the designed template.
- Create visually appealing and informative charts, graphs, and presentations to communicate Contraceptive data insights and status of private facilities reporting in HMIS reporting.
- Any other task given by supervisor.

QUALIFICATION AND EXPERIENCE:

- Graduate with 3-5 years of experience or Postgraduate with 1-3 years of experience. Preference will be given to those who have experience in data entry and analysis in the health sector.
- Prefer candidate with experience of Hindi translation.
- Good writing skills in Hindi and English language
- Experience of working in MS office, excel, word, power point
- Advance excel with micro coding
- Looker Studio
- QGIS

Approving Authority (for the work as defined in the Scope of Work):

General Manager - Program Implementation (Project Lead)

Timelines: Monthly

Terms of Payment:

- On the completion of working days as per the timelines
- On submission of the work details on completion