



Scope of Work (SOW)

POPULATION SERVICES INTERNATIONAL, INDIA

TITLE: Consultant Role TB Helpline & MIS Development/Documentation

LOCATION: Delhi/NCR

DEPARTMENT: Research

REPORTS TO: GM- Program implementation

ROLE OF: Equivalent to Grade F

SUPERVISES: NA

Nature of the Contract: Per day engagement Consultant

CATEGORY: Program Support & Management

Program details:

The project aims to implement a comprehensive strategy for the early detection and control of tuberculosis, leveraging innovative technologies, community engagement, and healthcare system strengthening in Gautam Buddha Nagar and Ghaziabad districts of Uttar Pradesh. The project will adopt community-based, active case-finding (ACF) strategies that can increase the diagnosis and treatment of tuberculosis, and potentially reduce tuberculosis transmission. The Project will be implemented in close collaboration with National Tuberculosis Elimination Program (NTEP) and aims at increasing accessibility of TB diagnosis and treatment services. The aim of the project will be to increase commitment and leverage collaboration from governments, civil society, private sector, TB partner organisations, state and district TB offices and other important stakeholders to accelerate progress in reaching the TB targets. The project will aim to strategize interventions to create awareness on TB, encourage health seeking behavior across the Continuum of TB Care (CoC), increase political and administrative commitment at different levels.

Purpose of the Position:

PSI India is looking at recruiting a dynamic, self-motivated professional who will be overall responsible for maintaining data for all project activities analyze the data and provide information for program improvement. The position will collate data at periodic intervals and report the information from internal and external stakeholders. The position will supervise the data quality across all program activities. The position will involve in providing technical expertise and support for setting up or improving a helpline service aimed at addressing tuberculosis (TB) in the community. The position will work closely with the project team, health departments, and relevant stakeholders to ensure the helpline effectively reaches those affected by TB, provides support, and ensures referrals to treatment and care services.

B. DUTIES AND RESPONSIBILITIES:

- Collaborate with program staff to understand all program activities in Rural and Urban interventions under the project.
- Collate the weekly, monthly, quarterly reports basis the data provided from all program activities in Rural and Urban interventions in the prescribed formats.
- Cross verify the data, provide feedback to program staff and ensure the quality of data provided for reporting purposes.
- Analyse the collated data at National level, State level and provide inputs to the National, State and district level program on periodic basis.



- Ensure reporting of required data in the formats prescribed by the donor, internal and external stakeholders as per prescribed timelines.
- Prepare and deliver presentations, summaries, reports, and graphics to internal as well as external audiences.
- Collaborate with the program implementation team to derive conclusions, hypothesis and assumptions that are supported by data.
- Contribute where necessary in preparation of project plans and implementation.
- Develop new MIS formats if necessary and ensure that the formats are disseminated across the program staff.
- Analyse the data from TB-Helpline, prepare and deliver presentations, summaries, reports and graphics to internal and external stakeholders.
- Analyse the DR-TB counselling data on periodic basis and support for strengthening the project activities.
- Support in the program report preparations for donor, Government, incorporate the data analysis.

C. QUALIFICATION AND EXPERIENCE:

- Post Graduate in social science/Health management/Population Studies/ statistics with 1-3 years of experience in related field.
- Graduate in social science/Health management/Population Studies/ statistics with 3-5 years of experience in related field.
- At least 1-2 years of experience in managing MIS at State/ level.

Approving Authority (for the work as defined in the Scope of work): General Manager - PI

Timelines: Month

Terms of Payment:

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

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