

## **TERMS OF REFERENCES FOR PROJECT OFFICER (TSU)**

The overall goal of the 3<sup>rd</sup> Phase of the NACP (2007-2012) is to halt and reverse the epidemic in India over the next 5 years by integrating programmes for prevention, care, support and treatment.

NACP III has adopted a decentralized approach to underscore the need for different responses for different stages of the epidemic in each state. The most cost-effective means of reducing HIV spread is through the implementation of Targeted Intervention (TIs) amongst persons most vulnerable to HIV/AIDS, such as sex workers, truck drivers, migrants, men who have sex with men, and injecting drug users. Both NACO and the State AIDS Control Societies place a high priority upon full coverage of the state with TIs and other prevention activities such as expanding access to STI services.

NACP-III seeks to learn from the lessons of the previous two phases of programme implementation and build on the strengths thereof. Its priorities and thrust areas have been drawn up accordingly.

To achieve a high level of coverage and maintain quality of programme implementation, NACO has identified a consultant having strong management and human resource capabilities to set up a "Technical Support Unit" to support the development and implementation of HIV/AIDS strategies, especially support to the TIs and Care & Support Initiatives in the state and provide technical support as and when required by SACS.

### **2. NEED FOR SUPPORTIVE SUPERVISION AND GUIDING THE TARGETTED INTERVENTIONS**

There is a need to improve the supervision of TIs. This is required to ensure quality with the rapid scaling up of TIs taken up to achieve saturation of the HRGs and to improve the quality of services rendered. It was further noted that there need to have a strengthened organizational structure for TI supervision and monitoring. Thus the proportion of supportive supervision to TIs should be in a proportion of 1:10 TIs and the proposal of having regional supportive structure to handhold the TIs was formulated. The Project Officer will posted at this regional level and will have to undertake extensive touring of at least 20 days per month and monitor and help the NGOs/TI on constant basis.

### **3. PROFILE OF THE PO**

It is essential that the PO has commitment to work with marginalized groups to prevent HIV/AIDS. S/He must not have judgmental attitudes towards such groups and must be willing to work at grass root level to fulfill program objectives. S/He must be willing to relocate to the geographical region allocated to her/him and be willing to travel extensively to monitor the program. S/He must be extremely self motivated and have the capacity to deliver with minimal direct observation.

### *Qualification*

A post graduate degree in social sciences or associated fields

### *Experience*

5 years in a supervisory role in the development sector. Experience in managing a TI for one year is a must.

### *Skills*

Working knowledge of local language is a must. Must possess excellent written and oral communication skills. Must have team management, conflict resolution and problem solving skills. Computer literacy is a must.

### *Method of Selection:*

The post will be advertised in the papers. Applicants will be short list based on their written CVs. For 1 post, 5 candidates will be called for interview/discussions. The interview/discussions will consist of an assessment of performance on the various skills of the candidates.

## **4. MAJOR JOB RESPONSIBILITIES/TASKS OF THE PO**

- Responsible for the quality of the allocated TIs
- Ensure all TI staff are trained according to NACO guidelines and based on need
- Ensure that all TIs are visited every month and review the programme / activities every month.
- Ensure that all required infrastructure and human resources are in place at TIs
- Ensure that the NACO guidelines are fully understood and followed by the TIs
- Ensure timely supply of commodities by co-ordination with SACS (Condoms, drugs, IEC etc )
- Ensure quality program documentation and timely reporting (both physical and financial) to SACS and TSU
- Ensure that NGOs are following World bank guideline for financial management.

The POs will not involve in the following activities which are the direct responsibility of SACS:

- JAT visits organized in the regions as part of the process for short listing and contracting of new TIs ( either for scale up or for replacing terminated TIs)
- Annual evaluation of TIs
- Development of project proposal and the budget after the evaluation, signing of MoU
- Mapping of HRGs in the region (Especially contracting of the agency, field monitoring )
- Release of Funds to the TIs

The detailed job responsibilities of the POs are placed in Annexure 1

## 5. WORK PROTOCOL FOR PO

### *Work schedule of the PO 25 Days a month*

Intensive visit: Spend 4 days each at 3 TI i.e. 3 TIs X 4 days each = 12 days

Quick visit: Spend 1 day each at 7 TI i.e. 7 TI X 1 day each = 7 days

1 day every fortnight for visiting TSU HQ i.e. 1 day X 2 fortnightly reviews = 2 days

4 days as per program need

In the following month the PO should pick up another set of 3 TIs where s/he will do intensive visits cum capacity building. Thus in a quarter the PO would have conducted 'intensive' visits in all the 10 TIs and also visit every TI every month ( either by a 'intensive' visit or through a quick visit) and should do a grading of all the TIs for the quarter.

### *Reporting Mechanism & Support*

The PO will report to TL TI at the TSU on all matters. The frequency of reports will be as follows:-

- TI Visit Reports – on the same day of the conclusion of the visit
- CMIS Analysis – Monthly by 10<sup>th</sup> of subsequent month
- Regional TI review meeting – Monthly (on the same day of the conclusion of the review meeting )
- Meeting with stakeholders – on the same day of the conclusion of the visit

### *TSU – SACS correspondence*

On matters which need the intervention of SACS the TL TI will communicate the same to the JD TI SACS

### **Key deliverables of the PO**

1. Visit Plan for each month specifying date and TI to be visited
2. Individual visit reports of all the TIs visited by the PO to be submitted within 2 days of visit to the TSU TL TI and to the TI (NGO Project Director and Program Manager). These reports will
  - a. Describe action taken on previous visit
  - b. Detail the gaps observed in the TIs
  - c. Mention specific action points arising out of the visit
  - d. Document on site capacity building conducted and list capacity building needs to be addressed by TSU/SACS
3. CMIS and Finance Reports of all TIs submitted to SACS/TSU every month within deadline
4. Monthly analysis of the TI performance ( An analysis of the region managed )
5. Report of the Monthly review meeting of all TIs in the region managed by the PO
6. Minutes of meetings with DAPCU and other Government stakeholders

## Annexure 1

### **Detailed job responsibility of the POs**

- Ensure all staff are recruited by TIs according to the approved plan and guidelines
- Ensure the TIs provide the appointment letter to all staff with detailed TOR
- Facilitation for induction training of newly recruited or transitioned TIs
- Ensuring that the TIs conduct needs assessment
- Ensure that the TIs setup DIC and project owned clinic together (where applicable)
- Ensure that all the TIs have PE wise hotspot level outreach plans that are supervised by the ORWs
- Ensure monthly review of all the ORWs and PEs performance
- Facilitating the identification (by TI), short listing (mapping), training and establishing linkage with the preferred providers for STI services
- Ensuring that the clinics (project owned or referral) follow the NACO Syndromic Case Management guidelines
- Ensure that the TIs develop referral network for ICTC, Care & Support, TB management, STI complications, medical care, social and legal support, IDU services
- Ensure that the TIs have a plan to setup free condom outlets at all hotspots
- Ensure that the TIs meet the condom demand of the HRGs through outreach
- Ensure that the TIs do not have any instances of condom stock out and correspond with SACS for timely delivery
- Ensure that the TIs utilize the funds in time and as per budget guidelines
- Ensure that the TIs have the correct understanding of all CMIS indicators
- Ensure that all TIs timely submit UCs and monthly CMIS to SACS
- Ensure that each TI receives analytical feedback on their monthly performance as per CMIS indicators
- Ensure that all the TIs have typology specific IEC
- Co-ordinate with the SMO to ensure that SM outlets are setup at each TI
- Ensure that each TI has good inventory management for condoms and drugs (wherever applicable)
- Ensure appropriate involvement of the Project Director of the TI
- Facilitation of rapport building with all stakeholders, co-ordination with DAPCU and other Government agencies for program support
- Coordinating with TSU HQ and STRC to ensure all TI staffs are trained
- Contribute to the identification and development of learning sites in the district/region
- Ensure a monthly review meet attended by all the TIs in the region where best practices are shared, key gaps are addressed and broad plans are designed
- Ensure that each TI visit report (of the PO) is sent to TSU HQ on the same day of the conclusion of the visit