

File No. 07/03/2020-Livelihood
Government of India
Ministry of Tribal Affairs
(Livelihood Division)

New Delhi
Dated: 17.05.2021

Subject:- Tender notice for engagement of Consultants in “Health Cell” in the Ministry of Tribal Affairs (MoTA) –reg.

Applications are invited from citizens of India, who fulfill the following conditions for engagement of 5 (five) Consultants on purely contractual basis initially for a period of one year extendable for a further period of one more year or need of the program under Ministry of Tribal Affairs (MoTA).

2. The prospective candidates should be in possession of the following qualifications; -

S.L	Name of the post / Nos. of Post	Educational qualification and maximum age limit	Experience	Prescribed remuneration / wage per month (including management cost / service charges and all other statutory dues like TDS, etc) (in Rs.)
1	Tribal Health Expert (One no.)	a. Phd./Msc in Biochemistry/ epidemiology/ medicine/ Master's degree in public health from an accredited college or university recognized by Government. b. Not more than 40 years of age. (as on last date of receiving of applications)	At least 05 years of experience in public health, Good knowledge on infectious diseases and related technology innovations. Experience working diverse range of partners (Government and private)	Rs.90,000/-
2	Consultant-Traditional Medicine (One no.)	a. Candidates must have MD/MS (Ayurveda)/BAMS/BUMS degree from any University/Institute recognized by Government.	Minimum 08 years' experience in health care sector in Government or any other relevant field etc.	Rs.90,000/-

		b. Not more than 61 years of age (as on last date of receiving of applications)		
3	Monitoring and Evaluation Expert (One no.)	a. Master's degree in Economics, Health, Public Health Nutrition, Social Sciences with experience in M&E and statistical package i.e. SPSS, EDI-Info, Cs-Pro etc. Doctoral Degree in M&E preferred. b. Not more than 40 years of age. (as on last date of receiving of applications)	At least 05 years of professional work experience in M&E in Public Health, capacity building of health sector programmes.	Rs.80,000/-
4	Junior Associate (One no.)	Master's Degree in Economics, Health, Public Health Nutrition, Social Sciences or B.E/B.tech with experience in M&E with knowledge of statistical package. b. Not more than 35 years of age. (as on last date of receiving of applications)	At least 02 years of professional work experience in M&E in Public Health/Government/Private community orient programmes.	Rs.60,000/-
5	Office Assistant (One no.)	a. Bachelor's degree in any subject with knowledge of computer. PGDCA in computer preferred. b. 35 years of age. (as on last date of receiving of applications)	At least 02 years of professional work experience.	Rs.25,000/-

3. Nature of duties:

- a. **Tribal Health Expert (1):** Tribal Health Expert will be investigate patterns and causes of disease in tribal community and will work in the areas of health and nutrition as per the direction of Tribal Health Lead and Administrative Division. Plan and direct studies of tribal health problems and collect and analyze data. Provide expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis as well as develop specific guidelines on tribal health programs and monitoring their progress in order to improve tribal health outcomes. Participating in health, nutrition, and/or multi-sectoral assessments as required as well as facilitation of work plans, POPs, budgets, and other required program documents for integrated health and nutrition related activities.

- b. **Consultant (Traditional Medicine) (1):** Providing specific inputs on Tribal/Traditional medicine domain as a part of the plan preparation. Provide Technical inputs to the State Action Plan and all the programmes under schemes of MoTA. Collection and compilation of data related to Tribal/Traditional Medicinal activities in the State. Preparing different training modules / materials and guidelines related to Tribal Medicine/Healers in consultation with technical experts of the Ministry of Ayush/TRIs/CoEs/ NGOs. Any other works assigned by Tribal Health Lead and Administrative Division.
- c. **Monitoring and Evaluation Expert (1):** Develop and strengthen monitoring, inspection and evaluation procedures and monitor all tribal health activities, expenditures and progress towards achieving the project output. Recommend further improvement of the logical framework to State under Comprehensive tribal Health plan and develop monitoring and impact indicator for the Comprehensive tribal Health plan. Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS. Provide input and update information related to Tribal health outcome in Swasthya portal, SCD portal and MoTA websites. Any other works assigned by Tribal Health Lead and Administrative Division.
- d. **Junior Associate (1):** Junior Associate will provide assistance to the Health Cell in getting the assigned work done expeditiously. Their expertise will be in the areas of knowledge management, program management and IT. He/She will work cross functionally across Health and Nutrition sector. Arrange meetings for MoTA Officials & Health Cell with stakeholders (Central Ministries, State Governments, CoEs and NGOs). Give support to Tribal Health Team Lead by ensuring that all logistic arrangements are in place. Provide timely information to the Health Cell & Division on the status of existing and planned interventions.
- e. **Office Assistant (1):** Office Assistants will majorly provide secretarial support including typing and data entry etc. Performs clerical duties, including, but not limited to, mailing and filing correspondence. Create and update records ensuring accuracy and validity of information and schedule and plan meetings and appointments. Also, resolve office-related malfunctions and respond to requests or issues.

Details of terms of reference for engagement of above Consultants are as per **Annexure I**.

4. **Procedure to apply**

Interested candidates may send their applications in the prescribed format **in pdf file** as per ANNEXURE- II addressed to the **Under Secretary (Livelihood), Jeevan Tara Building, Ground Floor, 5, Parliament Street, New Delhi -110001. The application may be sent through registered/speed post/mail at the email: nadeem.ahmad@nic.in/ livelihood.mota@gmail.com by 31.05.2021 (5.30 P.M.)** Application sent by fax or courier will not be considered. Applications received after the last date shall not be entertained.

5. Candidates may satisfy themselves about their eligibility for the post before applying as per the conditions given in para-2 above. Receipt of an Interview letter from the Office should not be taken as Ministry's approval of their eligibility for the post.

6. Selection Procedure: The shortlisted candidates meeting the prescribed qualifications will be called for interview in the Ministry. No TA/DA will be provided by the Ministry for this purpose. The communication in this regard shall be made on the postal address furnished in the application and/or through e-mail ID given by the candidates.

7. In the matter of any dispute, between the parties regarding terms and conditions of the contract an execution thereof, the matter shall be referred to Arbitrator (s) as may be decided by the Secretary, Ministry of Tribal Affairs for arbitration under the Arbitration & Conciliation Act, 1996. The Consultant shall not question the decision of the Arbitrators (s) on the ground that the Arbitrator(s) is/are Government Servants(s). The decision of the Arbitrator(s) shall be final and binding on the parties. The place of arbitration will be New Delhi only.

8. This issues with the approval of the Competent Authority.



(Nadeem Ahmad)

Under Secretary to the Govt. of India

Tele:23343708

Copy to:-

Technical Director (NIC) for uploading the tender document on this Ministry's website.

1. Terms of reference for engagement of Consultants

a. Tribal Health Expert (1): He/she should have following expertise:

- The incumbent is responsible for monitoring the health interventions in tribal districts to focus on maternal, child health adolescent health and non-communicable diseases.
- Experience in a tribal health program / a tribal area
- Effective monitoring and supervision of the program
- Identify opportunities to build new partnerships.
- Developing protocols based on new evidence.
- Carrying out research for the purpose of improving operations.
- Presentations and publications in national and international fora.
- Experience working in partnership with Government.
- Experience in identifying opportunities for deepening the cooperation and recommending adequate approaches to dealing with different stakeholders
- Good communication, influencing and trainability skills
- Fluency in English and Hindi

b. Consultant (Traditional Medicine) (1): He/she should have following expertise:

- Experience in Tribal/Traditional medicine domain or tribal health programme or working experience in tribal areas
- Demonstrated experience in collection and compilation of data related to Tribal/Traditional Medicinal activities
- Experience in preparing different training modules / materials and guidelines related to Tribal Medicine/Healers
- Extensive expertise on policy analysis and technical assistance related to Tribal Medicine
- Knowledge in patent preparations, registration, certification, and intellectual property rights
- Good communication, influencing and trainability skills
- Fluency in English and Hindi.

c. Monitoring and Evaluation Expert (1): He/she should have following expertise:

- Experience in establishing framework/system for monitoring & evaluation of large-scale health projects preferably in Tribal areas.

- Experience in implementation of programmes at state level, documentation of project reports, development of apps & dashboards, and stakeholder management.
 - Well versed with the statistical packages: Statistical Package for Social Sciences (SPSS), STATA Statistical packages for data analysis etc.
 - Experience working with the Central and/or State Government department or agencies will be required.
 - Ability to understand coding for technical application will be beneficial
 - Self-motivated and ability to work with minimal supervision
 - Excellent communication skills both in English and Hindi.
- d. **Junior Associate (1):** He/she should have following expertise:
- Experience working on different aspects of communications such as media relations, content production, community of practice management and social media management required
 - Demonstrated experience in using different communications tools and platforms
 - Very strong storytelling, writing, and editing skills that support knowledge sharing and change management
 - Excellent writing skills, data visualization skills an asset.
 - Excellent communication skills both in English and Hindi.
- e. **Office Assistant (1):** He/she should have following expertise:
- Experience in maintenance of office records with respect to general management and correspondences
 - Having prior experience in maintaining records of letters/documents for the Office and drafting letters and documents as advised by the supervisor.
 - Proficiency in Hindi & English-both speaking and writing and proficiency in computer skills
 - Should have typing skill both in English and Hindi

2. Other terms and conditions

A. Period of Engagement

1. The initial engagement as consultant will be for a period of 1 (one) year, thereafter, the engagement will be reviewed, and it shall not exceed one year at a time.
2. The agreement can be extended beyond the term of one year with the mutual consent of both the parties subject to satisfactory performance and need of the program.

3. The engagement of the above staff is purely temporary and is co-terminus with the requirement under Health Cell of MoTA.
4. The professional/consultant shall not allowed to be engaged in any kind of advisory or governing role or a material financial interest in an organization, key partner, civil society organization or a community-based organization. if the professional/consultant engaged in such kind of role, he/she will disclose such interest to the divisional head of MoTA.
5. The appointment of Consultants is of a temporary (non-official) nature against specific jobs. The appointment can be cancelled at any time by the Ministry without assigning any reason.

B. Allowances

The Consultant shall not be entitled to any allowance/benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

C. Working facilities to be provided

No facility for using internet/telephone at residence to consultants shall be provided by the Ministry.

D. Leave

Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to the next calendar year. The Ministry shall be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave during a calendar year.

E. TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion Consultant will not be eligible for foreign visit. However, Consultant shall be allowed for conveyance charges and boarding & lodging for their travel inside the country in connection with the official work after approval of competent authority. The reimbursement of conveyance charges in performing duties and boarding & lodging on tour shall be permitted to consultant other employees Government servant, at the same rates as admissible to regular employees receiving similar remuneration and retired Government servant, appointed as Consultant, would be entitled as per his/her last entitlement drawn at the time of retirement.

F. Intellectual Property Rights/Copyright

The Intellectual Property Rights (IPR)/Copyright of the data collected as well as the deliverables produced for the office shall remain with this Ministry. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment for the Ministry, without the expressed written consent. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the Ministry. The consultant should also enter into a non-disclosure agreement with the Ministry.

G. Working Hours

Consultant may follow the normal working hours as prescribed (i.e.) from (9.00 AM to 5.30PM) . However, as per the exigency of work one has to sit late or come early or attend on holidays to complete the time bound work. They will, however, not be eligible for overtime, transport, etc. for sitting late or attending officer on Saturdays, Sundays or holidays.

H. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Ministry will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

3. Termination of Agreement: The Ministry may terminate a contract to which these Terms apply if:

- I. The Consultant is unable to perform the assigned works.
- II. The Consultant refuses to follow direction/orders of the reporting/ controlling officer or the Competent Authority.
- III. Quality of output on assigned works is not up to the satisfaction of the Ministry.
- IV. The Consultant fails in achieving the milestones within the timelines set by the Ministry.
- V. The Consultant is found lacking in honesty and integrity;

The Ministry reserves the rights to terminate the contract, by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days from the date of such notice.

Annexure – II

Passport Size Photo

**APPLICATION FORM FOR CONSULTANTS ON PURELY CONTRACTUAL
BASIS IN THE PMU-AGSA UNDER THE MINISTRY OF TRIBAL AFFAIRS**

Position Applied For:(_____)

1. **Name** :
2. **Date of Birth** : ____ / ____ / ____ (dd/mm/yyyy)
3. **Sex** : _____ (Male / Female)
4. **Age as on 1st July 2020** : _____ Years _____ Months _____ Days
5. **Father's /Husband Name**

6. **Postal Address for Communication with mobile number and email ID :**

Mobile:_____ **E-Mail:**_____

7. **Permanent Address :**

_____ **Tel:**_____

8. Educational Qualification

S. No.	Level	Name of Degree	Name of Institution/ College / University	Percentage (% of marks /obtained)	Full-time/Regular or Distance
1	10 th				
2	12 th				
3	Graduation				
4	Post Graduation				
5	M.Phil/PhD				
6	Computer related degree / Diploma/ Course, if any				
7	Other Professional Qualification				

NOTE : Self-Attested Copy of certificates must be enclosed.

9. Language Known:

Language (Good/ Very Good/ Excellent)	Speak	Write	Read
English			
Hindi			
Other (_____)			

10. Computer Knowledge:

Computer Knowledge (please mark/ mention if any other)	MS Project	MS Word	Power Point	MS Excel	Any other
Other software's/ Statistical Packages (please mention the names)					

11. Total Job Experience: _____ Years _____ Months (as on date)

12. Work Experience :

1.	Employment Record (starting from the most recent, mention maximum -3):			
i.	From		To	
	Name of Project			
	Position Held			
	Employer Name, Address, Contact No.			
i. i	From		To	
	Name of Project			
	Position Held			
	Employer Name, Address, Contact No.			
i. ii	From		To	
	Name of Project			
	Position Held			
	Employer Name, Address, Contact No.			
	<u>Rest of Employment Record</u> (continuing from above in the same sequence; in one line only- duration from ___ to ___, project name, position held, employer's name). (iv) (v) (vi) (vii) (viii) (ix) (x)			

13. Mention THREE work experiences that best illustrate your ability for this assignment

i.	Name of assignment/project: - Year: From _____ To _____ - Location: - Main Project Features in max 2 lines: a)
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	b) • Your Main Role and Responsibility in max 3 lines: a) b) c)
ii.	• Name of assignment/project: • Year: From_____To_____ • Location: • Main Project Features in max 2 lines: a) b) • Your Main Role and Responsibility in max 3 lines: a) b) c)
iii.	• Name of assignment/project: • Year: From_____To_____ • Location: • Main Project Features in max 2 lines: a) b) • Your Main Role and Responsibility in max 3 lines: a) b) c)

14. Trainings & Publications

Training Received (Best-3): (i) (ii) (iii) Training Imparted (Best-3): (i) (ii) (iii)
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Publications/Research Paper (Best-3):

- (i)
- (ii)
- (iii)

15. Declaration

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief. In this application, I correctly describes my qualification, employment record, work experience; and if found incorrect, I shall invite disciplinary actions including my disqualification.

Date:_____

(Signature of the Applicant)

Name of the Applicant _____

Note: Except Sl. No. 14, all other fields are mandatory.
