

**ICDS System Strengthening & Nutrition Improvement Project (ISSNIP)**

**Terms of Reference (ToR):** Block Project Assistant

| Position                | Consolidated Remuneration   | Essential  |  | Desirable  | Scope of Work  |
|-------------------------|-----------------------------|--|--|--|--|
|                         |                             | Qualification  | Experience   |  |  |
| Block Project Assistant | Up to Rs. 8,000/- per month | Graduate in Social Sciences / Nutrition / Home Science | <ul style="list-style-type: none"> <li>• Experience of working with Community/Local Government</li> <li>• Good oral and written communication in local language</li> </ul> | <ul style="list-style-type: none"> <li>• Worked with front line workers in any Social Development Program of Government</li> <li>• Proven ability to successfully handle multiple tasks within a team environment</li> <li>• Attention to detail and problem solving skills</li> </ul> | <ol style="list-style-type: none"> <li>1. Supervising overall implementation of the project activities in the block.</li> <li>2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team.</li> <li>3. Making regular supportive supervision visits to AWCs provide on-site support to AWWs and monitor project implementation.</li> <li>4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc.</li> <li>5. Any other task as indicated by CDPO.</li> </ol> |