

Terms of Reference

1. Identification	
Position Title	Programme Manager (State Technical Consultant – Team Leader)
Under Guidance of	Food & Supplies Department (FSD), Government of West Bengal (GoWB) and Nutrition International (NI)
Location	Kolkata, West Bengal
Duration	One year (initial six months contract through Nutrition International and thereafter the contract will be on Third Party Payroll), renewable based on satisfactory performance, program relevance and availability of resources.
2. Background	
<p>Nutrition International (NI) is a global nutrition organization that seeks to transform the lives of vulnerable people, especially women, adolescent girls, and children, by improving their nutritional status. This includes alleviating vitamin and mineral deficiencies and their impact on the survival and well-being of disadvantaged communities worldwide. Working in partnership with countries, donors, and implementers, our experts conduct cutting-edge nutrition research, support critical policy formulation, and integrate nutrition into broader development programs. In India, Nutritional International works in 10 states on a range of programs such as child survival, adolescent and maternal nutrition, newborn health, and food fortification delivered through various government delivery platforms.</p> <p>NI started working with the Government of West Bengal (GoWB) from March, 2024 for providing technical support in implementing the rice fortification program across the state. The scope of NI's technical assistance will entail program planning, supply chain management, capacity building of government officials at state, district and block level; institutionalizing quality assurance and quality control mechanisms; developing and executing consumer awareness interventions and regular monitoring, reporting and review.</p> <p>As part of the program support, it is envisaged that a State Project Management Unit (SPMU) is established to provide technical support to the Food & Supplies Department (FSD), GoWB in the implementation of rice fortification program in West Bengal.</p>	
3. Overall Purpose	
<p>Objective of this consultancy is to provide overall technical assistance to the West Bengal Food & Supplies department to scale and improve quality of fortified rice through Public Distribution System (PDS) and any other Social Safety Net Programs (SSNPs) of the Government. The consultant will be responsible for providing support in the implementation of rice fortification in West Bengal through different SSNPs.</p>	
4. Scope of Work	
<p>Under the guidance and supervision of the Food & Supplies Department (FSD), GoWB and Nutrition International (NI), key duties and responsibilities of the Consultant will include:</p>	
Program Planning	
<ul style="list-style-type: none">● Provide technical inputs in program planning at state level and facilitate program delivery.● Extend support to the state government in engagement with fortified rice kernels (FRK) manufacturers and rice millers.● Facilitate the empanelment of FRK manufacturers, rice millers and labs in consultation.● Support the empanelled rice millers and FRK manufacturers in the state and provide necessary guidance and technical assistance for installation of blending units as per their milling capacity and technical inputs to improve the quality of FRK and fortified rice.● Support in the testing of FRK and fortified rice, zing the results and suggest the government on the corrective actions.● Provide technical inputs (based on consultation with NI), into the tender document for procurement and distribution of fortified rice through SSNPs.● Support in estimation of supplies and budget for appropriate allocation of resources for introduction of fortified rice through SSNPs.● Identify potential risks and develop mitigation strategies to ensure the successful execution of programs.	

Facilitation and coordination

- Provide day-to-day support to the government in implementing the rice program and other related initiatives.
- Facilitate interdepartmental and inter-ministerial coordination to introduce, implement and monitor the progress of the rice fortification program.
- Support in securing approvals on the project related documents such as training module, consumer awareness materials which is to be used as part of the project.
- Facilitate the designing, printing and dissemination of training and consumer awareness materials.
- Facilitate capacity building programs for miller/FRK manufactures/laboratories and key government officials on the rice fortification.
- Facilitate adoption and adaptation of existing communication materials/ prototypes from NI for appropriate replication through government channels of communication and identify the ways for making them state-specific and gender inclusive.
- Facilitate issuance of necessary orders/directives to conduct training for building the capacity of all relevant government officials.
- Coordinate community engagement activities as requested by the government.
- Coordinate with the implementation/HR agency for the conduct of program activities and activities of monitoring officers and lab personnel in the state.
- Ensure compliance with government policies, procedures, and regulations.

Monitoring and Review

- Input to the revision of the monitoring plan to capture all aspects of the project.
- Conduct regular field visits to monitor the implementation of the programs and share the findings of the visits with NI and concerned government officials.
- Develop and monitor data gathering systems ensuring that rigorous quality standards are maintained.
- Provide gender-disaggregated data on activities undertaken under the contract, including training, community engagement activities and monitoring.
- Coordinate the activities of monitoring officers and lab personnel of West Bengal on program and technical matters and review and approve the monthly plan and expenses report of monitoring officers, prior submission to the implementation/HR agency (selected by NI) for its approval.
- Coordinate the review of the monitoring data submitted by the monitoring officers (including data uploaded through the fortification app) and findings of Field level officers and Chemists along with NI/GoWB and come up with recommendations/ action plan and share with concerned NI and government officials both at State and District levels on a monthly basis.
- Support in development of action plan based on findings from analysis of QA/QC reports and monitoring data to improve the quality of implementation of the program.
- Liaise with project stakeholders for timely implementation and speedy resolution of issues identified in the projects.

Documentation and reporting

- Serve as the primary point of contact between the team and government officials, providing regular updates on program status.
- Prepare comprehensive reports, presentations, and documentation for government review and decision-making.
- Support development of training modules and presentations including minutes of the meeting in relation to introduction of fortified staples through SSNPs.
- Share monthly/quarterly progress report including monitoring findings with the government and discuss ways for strengthening the program.
- Provide technical inputs on the documents as shared by NI.
- Create training materials and other technical aids for imparting training and develop IEC material and strategies relevant to rice fortification initiative.
- Identify and develop success stories under the program.
- Facilitate any government communication/meetings, field visits with NI representatives and other stakeholders as requested by NI.
- Participate in the training and field visits as recommended by NI.

Team Leadership and Management

- Lead, mentor, and manage a team of people including state and district coordinators and chemists to achieve program objectives.
- Develop work plans and assign tasks to team members, ensuring efficient and effective use of resources.
- Conduct regular team meetings and/or use other innovative and effective ways to ensure proper information sharing and communication within the team members, to monitor and review progress, provide feedback, support development, address challenges, and provide guidance.

Any other specific task assigned by the Food & Supplies Department /NPM – Food Fortification, Nutrition International. The scope of work is subjected to modification based on the evolving needs of the program and the government's requirements.

5. Deliverables

- Submission of monthly invoice (including fees and expenses of travel) to be submitted by 5th of the succeeding month as per NI format.
- Quarterly report to be submitted by 10th of the succeeding month (as per annexure 1).
- Trip report (as per format) for every field travel undertaken as per of the assignment (one travel - three days and two nights per month).

6. Education:

- A postgraduate degree in Public Health/ Nutrition// Food Technology/Social Science or Management in relevant field from a recognized University.

7. Experience:

- Should have 6-8 years' work experience in health and nutrition programs.
- Minimum 1 year of demonstrated experience of working with the government of West Bengal/UN Agency/NGO or on projects targeted at addressing malnutrition at the community level is desirable.

8. Language:

- Must be fluent in Bengali and English in speaking, reading and writing; knowledge of Hindi would be an advantage. Please confirm the same. Kindly do let me know if you need any other information in this regard.

9. Duration of contract- One year (initial six months contract through Nutrition International and thereafter the contract will be on Third Party Payroll), renewable based on satisfactory performance, program relevance and availability of resources.

10. Remuneration- Approximately ₹ 1.2 lakh per month.

Annexure 1: Quarterly Reporting Format

Name of consultant:		Contract no:		
Reporting period				
Priorities for the period: (Please refer to the Scope of Work while preparing the same, this will also correspond with the work plan submitted)				
1)				
2)				
3)				
Sl. No.	Date	Activities (Planned)	Activities (Accomplished)	Remark (include follow up action required)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total				
Total working period				
Signature of consultant & date				
Signature of approver authority & date				