**Financial Bid**

**INDIVIDUAL CONSULTANT**– **Zonal Coordinator- Maternal and Child Health**

**Please include the name of Preferred First 3 Districts**

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| **Major Tasks** | **Deliverable (s)****(submissions made to UNICEF should be satisfactory to UNICEF and in acceptance to UNICEF )** | **Consultant's Proposal** |
| **Estimated deadline for completion of deliverable Month end** | **Complete timeframe for deliverable** | **Cost (INR)**(Excluding travel, DSA, etc.) |
| Facility Based Newborn Care* Monitor SNCUs in their districts, share feedback with concerned authorities and support corrective actions
* Provide technical support in establishment of NBSUs, monitor quality and provide feedback for corrective actions
* Maintain a database of training status of HR posted at SNCUs and ensure that all SNCU personnel are trained in standard FBNC trainings.
* Coordinate activities for linkage of facility and community based newborn care programmes in respective districts.
* Coordinate roll out of SNCU online MIS in respective districts.

Home Based Newborn Care * Coordinate planning and ensuring conduction of monitoring visits of Divisional Monitors and District Coordinators as per guidelines.
* Supportive supervision of Divisional monitors to ensure quality of data generated through their visits.
* Analyze division and district wise data, presentations and factsheets and identify specific issues and action points for sharing with government.
* Provide technical support to divisional monitors during Divisional and District HBNC review meetings.

Maternal Health * Monitor all L3 high load delivery points in the zone, share feedback and support corrective actions
* Coordinate planning and ensuring conduction of monitoring visits of Divisional Monitors, District Coordinators and government monitors to L1 and L2 HLDPs as per guidelines.
* Supportive supervision of Divisional monitors to ensure quality of data generated through their visits.
* Plan for and facilitate capacity building of government monitors on labour room monitoring.
* Analyze division and district wise data, presentations and factsheets and identify specific issues and action points for sharing with government.
* Provide technical support to divisional monitors during Divisional and District review meetings.
* Analyze MDR data and provide feedback to district and divisional authorities to facilitate increase in notification and investigation of maternal deaths.
* Participate in MDR review meetings and ensure that MDR data is used for improving maternal health programme in the districts.

Routine Immunization* Monitor regional and divisional vaccine stores in their zone every month, share feedback and support corrective actions
* Coordinate planning and ensuring conduction of monitoring visits of Divisional Monitors and District Coordinators to district and block vaccine stores as per guidelines.
* Supportive supervision of Divisional monitors to ensure quality of data generated through their visits.
* Analyze division and district wise data, presentations and factsheets and identify specific issues and action points for sharing with government.
* Provide technical support to divisional monitors during Divisional and District review meetings.
* Coordinate establishment of cold chain demonstration sites in all districts of their zones.

Diarrhea and Pneumonia Programme* Coordinate conduction of trainings of frontline functionaries on diarrhea and pneumonia programme in all districts of the zone
* Coordinate implementation of Diarrhea/Pneumonia MIS in the districts of the zone.
* Coordinate capacity building of SMNet on relevant programmatic areas like Routine Immunization, Diarrhea/Pneumonia etc.

Coordinate documentation of best practices, innovations, human interest stories.Track status of PIP implementation for selected activities on a monthly basis and share feedback with districts and UNICEF.Partnerships- Collaborate with partners externally and internally for effective coordination.The zonal coordinators will coordinate this support primarily through strong technical and managerial support to additional directors. | 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | March 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | April 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | May 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | June 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | July 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | August 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | September 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | October 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | November 2017 |  |  |
| 1. Monitoring plan of divisional monitors finalized.2. Attend at least one divisional review meeting chaired by Divisional Commissioner. Minutes shared and approved3. Attend at least two district review meetings chaired by District Magistrate. Minutes shared and approved4. Undertake at least three supportive supervision visits for on the job support to divisional monitors. Reports shared.5. Undertake at least three monitoring visits (SNCU, labour room, RVS/DivVS).6. Quality techno-managerial support provided to additional directors of assigned divisions. | December 2017 |  |  |

*NOTE:*

* Shaded portions need to be filled in by the consultant.*

* Submissions made to UNICEF should be satisfactory to UNICEF and in acceptance to UNICEF*

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* Payment is linked to receipt and satisfactory acceptance of deliverables.*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date :**

These are zonal level positions-one at two divisions. They will be required to travel extensively in the 8-9 districts in their respective zones. Selected Candidate will have to make their own travel arrangements and UNICEF agrees to reimburse the candidates as per the actuals with a cap of INR 35,000 per month. Daily Subsidence Allowance will be reimbursed @ INR 2500 per night based on number of nights.

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