**Term of Reference (ToR) for Associate Consultant (MPSE)**

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| **Position**  | 2 Associate Consultant – MPSE |
| **Location**  | NACO, Headquarter – Delhi |
| **Education Qualification**  | Master’s in Social Sciences/ Social Work/ Public Health/ Psychology from a Recognized University |
| **Essential Technical Skills**  | 1. Proficiency in the usage of the computer (MS-Word, MS Excel, MS – Access)
2. Strong presentation and communication (written & oral) skill
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| **Nature of Experience**  | 1. Minimum **03** years of work experience in the field of development/ health programs preferably HIV/AIDS at State/ National level.
2. Excellent understanding of HIV and development issues.
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| **Job Descriptions** | 1. Monitor and supervise the field-level activities of p-MPSE at State/UTs and district level.
2. Provide technical assistance to SACS, to implement the programmatic Mapping Population Size Estimation (MPSE) in States/UTs.
3. Coordination between different divisions at NACO along with the stakeholder for smooth roll out of the field based activities.
4. Monitoring the community engagement at each level of implementation of p-MPSE at National, State and District level.
5. To monitor the functioning review mechanism on the expanded mandate of community advisory board.
6. Providing support to SI division in finalizing the priority and vulnerable district for conducting MPSE activity based on the TI program data.
7. Conduct field visits for monitoring and supervision on MPSE activity.
8. Provide support to compile the matter related to p-MPSE as required on time to time related to Parliamentary questions, RTI and annual reports etc.
9. Critically analysis on the data update in MPSE portal and provide feedback to division, State/UTs.
10. Support in Preparing Annual Action Plan:
11. Oversight and ensure the incorporation the budget related to p-MPSE in Annual Action Plan of all States.
12. Planning for the budget as per the district included in the p-MPSE activity.

**Training and capacity Buildings:**1. Develop resource pool of mentors to support state level trainings on MPSE.
2. Help and facilitate the program officers and technical officers at NACO level for monitoring and guiding the p-MPSE.
3. Develop inventory of documents about the best practices developed in the field and dissemination among stakeholders.
4. Any other work assigned by Reporting Officer

**Support to IT Team on the Portal:**1. Coordination on Hosting p-MPSE portal on NIC server and fixing the bugs related to hosting, Designing the application and add-ins, Designing the dashboard and validations on the page with the agency or consultant.
2. Support the NACO IT team
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**Reporting:** To consultant