



TERMS OF REFERENCE FOR LEARNING SITE COORDINATORS (LSC)

Preamble

HLFPPT will be supporting Chhattisgarh State AIDS Control Society in developing 4 Learning Sites in select Targeted Interventions (TIs) in Chhattisgarh with the translation of Avahan learning acquired through Swagati project in AP. The project will be implemented over a period of one year starting from January 2013, with Avahan support and NACO guidance.

The objectives of the Project are –

- Developing selected TIs as Learning Sites (LS) for demonstrating best practices of Swagati
- Making selected LSs available for strengthening service delivery of other TIs in Chhattisgarh. (Each LS will be linked to thematically and geographically clustered fixed TIs for disseminating the learning to the field).
- Enhance the skills of TIs in Chhattisgarh by implementing the learning gained from these Sites
- Emergence of NGOs competent for TI management in future

The project will place two full time technical team members as Learning Site Coordinators in CG. Each will be responsible for developing the assigned designated TI into Learning Site and facilitate the LS related activities in disseminating the best practices in the linked TIs.

Roles and Responsibilities of the LSCs -

The following are the roles and responsibilities of the LSCs -

- Facilitate LS designated TI wise assessment of the current practices in the designated LS TIs and support the TI project team in developing a status document on the existing gaps and strengths of the practices
- Developing LS wise situational analysis and base line document for ongoing evaluation of the progress and LS wise strategic planning document on specific strengthening plan for each LS.
- Support the LS TI in institutionalizing Swagati best practices in the selected thematic areas –
 - Outreach and Micro-planning
 - STI Prevention and service uptake
 - BCC – communication
 - Monitoring and Evaluation and use of Data for program planning
 - Financial and Management
 - Social protection for HRGs
 - Linkage with ART and Positive prevention
- Ensure Capacity building LS TI staff and community educators in the above areas
- Facilitate developing thematic Community led BCC materials with Swagathi learning and community involvement
- Ensure equipping LSs with required infrastructure for conducting CB sessions
- Undertake field level supportive supervisory visits in the respective LSs to ensure application of the Swagathi best practices in the field
- Support LS to conduct situational analysis of the Linked TIs belonging to its cluster(s) in coordination with senior technical team members and TSU
- Coordinating with LS, TSU, STRC and SACS in planning the schedule for linked TIs CB plan

- Support the LS TIs in organizing learning visits and following up the same
- Support LS TI in rolling out best practice adaption in linked TIs
- Undertake all supportive supervisory visits to LS TI, and to the linked TIs once in a quarter with respective TSU POs.
- Ensure documentation of all activities at LS level which includes documenting best practices, case studies and developing process documentation
- Provide monthly progress report to HLPPT, SACS, TSU
- Provide regular feedback to the LSs about the progress and issues
- Organise review sessions of LS on monthly basis along with TSU POs
- Represent the LS in all relevant meetings held by SACS/TSU
- Coordinate with STRC, TSU, SACS for identification of local resources for translation of modules, communication materials, utilizing in training programs .
- Closely coordinate with the Senior technical team members of Swagati and Project Coordinator for facilitating their visits and translating their input into action at LS level.
- Facilitate Capacity building of the ICTC, ART and DSRC counselors in the assigned cluster districts as per the project mandate
- Facilitate identification of NON TI NGOs along with SACS, TSU and Project team –
- Undertaking field visits jointly with the technical committee for short listing NGOs to be enrolled in CB program.
- Support CB of the NON TI NGOs (8-10 each) on financial management, program and Admin Management and HIV-AIDS programming, with Project technical team members.
- Ensure documentation of the process of NON TI NGOs strengthening.
- Undertake field visits to the Capacitated NGOs (NON TI) to provide on the ground support and streamline NGO functioning

Candidate Profile:

1. Educational Qualification
 - a. Postgraduate in Social Sciences
 - b. Graduate in any discipline and postgraduate diploma in Rural Development, HIV, Programme Management, Development Administration etc.
2. Work Experience
 - a. Minimum five years experience in development sector
 - b. Minimum three years experience at supervisory cadre in HIV prevention programme
 - c. Experience in working with governments, especially with State AIDS Control Societies
 - d. Experience in project management
 - e. Understanding of and/or exposure to targeted interventions for HIV prevention
3. Skills
 - a. Language: Proficiency in both oral and written communication in Hindi and English
 - b. Computer: Ability to work with MS Office package and internet explorer
 - c. General: Willingness to undertake extensive field visits at grass root level, passion to work with the excluded communities, open to work with high risk groups (ex workers, MSM etc.), public relation skills, ability to work as team member

Reporting

The LSC will report to the SPO who is his/her immediate reporting officer. At the same time, s/he will maintain lateral information sharing/reporting relation with the respective TSU POs.

Pls. Note: Candidates interested are requested to send their detailed CV mentioning
“LEARNING SITE COORDINATOR” in the subject line of the E- Mail on or before
January 22, 2013 at careers@hfppt.org .