

Name of the Post : National coordinator (NACO)

No. of Post	01
Location	: NACO, New Delhi
Duration	: 3 years
Email	: recruitment.sakshamprerak@gmail.com
Salary	: Upto 1,00,000 p. m.
Last date of applications:	27 May 2021

Application link: <https://forms.gle/hCdRcur6Bdpf9Yzw7>

**Terms of Reference for the position of National coordinator (NACO), Saksham under
The Global Fund grant, 2021-24**

The position is based at NACO, New Delhi and the coordinator shall be based at strategic Information Management Unit (SIMU) and the Targeted Interventions and shall help plan a support the overall monitoring and evaluations.

- Coordinate with divisions of NACO under supervision of Senior Programme Manager (Saksham, TISS)
- Coordinate with SI-Research & Evaluation on all work related to Impact Evaluation component under The Global Fund
- Identify gaps and priority areas for evidence generation esp. evaluation under the national programme
- Screen & review evaluation proposals, coordinate with Principal Investigators & stakeholders in finalising the technical & financial proposals under guidance of SPM
- Assist in finalizing implementation plans on each evaluation project (orientation with SACS, training of project staff, field visit plan, data collection plan etc.)
- Assist in coordinating the work of Technical Resource Group on Research & Development and NACO Ethics Committee
- Assist in coordination with Network of Indian Institutes on HIV/AIDS Research (NIIHAR): issuing Call, developing concept notes, screening, review and selection procedures
- Monitor the progress in ongoing evaluation projects
- Compile/ prepare status notes and executive summaries of various research activities for routine reporting/dissemination/ action/ feedback
- Assist in preparing guidelines and SOPs for R&E related work/ activities
- Implementation of various capacity building initiatives in R&E
- Maintain documentation and records for evaluation studies reviewed/ supported by NACO
- Undertake desk research in HIV/AIDS to facilitate the process of reviewing proposals
- Travel to different parts of the country for monitoring the ongoing evaluation/research studies
- Prepare and monitor annual work plan of TI and LWS evaluations of the states and provide feedback to the states on evaluation reports.
- Coordinate with NACO, SACS and evaluating agencies and ensure that evaluations of TIs and LWS are conducted as per the plan.

- Ensure the evaluations reports received at NACO are uploaded in NACO website.
- Document best practices and share it to TI Division NACO and SACS.
- Assist in review and revision of evaluation tools and manual of TI and LWS from time to time.
- Take up any other work assigned by officer-in-charge (NACO) and Senior Programme Manager (Saksham, TISS) from time to time

Required Qualification: Masters in Psychology/ Social Work/ Population Studies/Public Health/ Counselling and allied fields

Experience: Minimum 5 years working experience in research projects or as independent researcher or in the field of monitoring and evaluation including designing programme evaluations in the field of HIV/ TB and health sector.

Essential:

- High level of commitment and integrity and ability to work independently
- Excellent co-ordination, organizational and administration skills
- Ability to strategize and implement the programme to get the expected outcome
- Knowledge of monitoring and evaluation, basics of research methodology

Desirable:

- Peer-reviewed publications in the area of public health and allied fields
- Knowledge of National AIDS Control Programme especially the targeted interventions and experience of conducting programmatic evaluations

Dr. Nilesh Gawde
National Programme Director
Saksham Prerak