

State Health & Family Welfare Society (Haryana)
NATIONAL RURAL HEALTH MISSION (HARYANA)
DEPARTMENT OF HEALTH (Govt. of Haryana)
Bay No. 55-58, Sector-2, Panchkula

ADVERTISEMENT

Advt. No.: NRHM/ASHA-SARC/20-11-2012/48113

Last Date: 10/12/2012

Applications are invited for filling up the following posts in National Rural Health Mission (Haryana) under the State ASHA Resource Centre (SARC) to be established at State HQ, Districts & CHCs purely on contract basis and initially upto 31.03.2013 with details as mentioned below:-

Sr. No.	Name of Post	No. of Posts	Honorarium	Required Academic Qualifications and Experience	Age Limit
A.					
For State NRHM HQ (Panchkula)					
1	State ASHA Program Manager	01	Upto Rs. 40,000/- p.m. Consolidated	<ul style="list-style-type: none"> • Post Graduate Degree in Sociology or Social Work or Rural Development or Public Administration or Public Health. • State level post-qualification experience of at least 05 years in management of community Processes programme or community mobilization or related field activities with a minimum of 03 years experience in Health sector. <p>Desirable:-</p> <ul style="list-style-type: none"> • Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteers or health projects involving GO-NGO cooperation at the State level. • Experience of having worked as State Level Trainer in Community Processes or Rural Development and as organizer of training programmes at State level is essential. • Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc. • Higher academic qualification will be given preference. 	Not More than 55 years
2	State ASHA Training & Monitoring Coordinators	02	Upto Rs. 30,000/- p.m. Consolidated	<ul style="list-style-type: none"> • Post Graduate Degree in Sociology or Social Work or Rural Development or Public Administration or Public Health. • State level post-qualification experience of at least 03 years in management/ coordination of community processes programmes or community mobilization or related field activities with a minimum of 02 years experience in health sector. <p>Desirable:-</p> <ul style="list-style-type: none"> • Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteers or NGO health projects at the State level. • Experience of having worked as State Level Trainer in Community Processes or Rural Development and as organizer of training programmes at State level is essential. • Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc. • Higher academic qualification will be given preference. 	Not more than 55 years
3	State Data Assistant	01	Upto Rs. 15,000/- p.m. Consolidated	<ul style="list-style-type: none"> • Graduate degree in Computer Applications/Computer Science. • Experience of at least 02 years in handling data base support to effective functioning of health or social sector projects or organizational management involving data analysis, data management and maintenance of data. <p>Desirable:-</p> <ul style="list-style-type: none"> • Computer proficiency with high level familiarity with data management and commonly used packages like MS Word, Excel, power point and spreadsheets for programmatic analysis and projections. • Excellent communication, analytical and interpersonal abilities with, excellent oral and written communication skills in English and Hindi. • Typing speed at least 30/20 WPM in English/Hindi. 	Not more than 55 years
4	Office Assistant	01	Upto Rs. 8000/- p.m. Consolidated	<p>A. 10+2 (with 50% marks) & 'O' level course from DOEACC/one year Diploma/Course in programming Assistant/Computer Application/NCVT Certificate (with at-least 50% marks) OR Graduate & 'O' level course from DOEACC/one year Diploma/Course in programming Assistant/Computer Application/NCVT Certificate with minimum 50% marks. OR 03 years Diploma in modern office practices/office management & computer application/ computer Engg./Electronics & Communication/B.Sc. (IT/Computer Science)/ BCA (With 50% Marks) OR Two years Diploma in office Management & Computer Application (with 50% marks) OR Post Matric one Year ITI course /NCVT in stenography (with 60% marks)</p> <p>B. Typing Speed of at-least 30 WPM in English C. Post Qualification work experience of at-least one year</p> <p>Desirable:-</p> <ol style="list-style-type: none"> 1. Typing speed of 20 WPM in Hindi 2. Excellent knowledge and experience of MS office (Word, Excel and power point), Internet & E-mail etc. 3. Knowledge of Filing, Indexing and Document Management. 4. Excellent writing and verbal communication skills. 5. Proficient in drafting notes and letters in English. 	Not more than 55 years

Sr. No.	Name of Post	No. of Posts	Honorarium	Required Academic Qualifications and Experience	Age Limit
B. For Respective Districts O/o the Civil Surgeons					
5	District ASHA Coordinators/Community Mobilizers	21 (01 per District)	Upto Rs. 20,000/- p.m. Consolidated	<ul style="list-style-type: none"> Master degree in Sociology or Social Work or Rural Development or Public Administration or Public Health At least 02 years post-qualification experience in management/coordination of community processes programmes or community mobilization or related field activities with a minimum of 01 years experience in health sector. Desirable:- <ul style="list-style-type: none"> Familiarity with/having worked in community link-worker programmes, or on empowerment of health volunteers or NGO health projects or on involvement of PRIs Experience of having assisted/contributed/coordinated or worked as trainer and as organization support to training programmes at the district level is essential Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc. 	Not more than 55 years
C. For Block/CHC in Respective Districts O/o the Civil Surgeons					
6	Block /CHC ASHA Coordinators/Community Mobilizers	104 (01 per CHC)	Upto Rs. 10,000/- p.m. Consolidated	<ul style="list-style-type: none"> Bachelor degree in arts having optional subject of Sociology/Psychology/Rural Development etc. At least 01 year post-qualification experience in community mobilization or related field activities in health sector Desirable:- <ul style="list-style-type: none"> Work experience in empowerment of health volunteers or in NGO health projects or in involvement of PRIs in developmental programmes Sensitivity and experience of working on issues related to community mobilization and coordination in health programmes at the grassroots set-up Working knowledge of Computer programme and commonly used packages like MS Word, Excel, etc. 	Not more than 55 years
Important Instructions:		<ol style="list-style-type: none"> Last date for receiving of Applications is 10/12/2012, positively before 4:00pm. One Application will be considered for one post only. Only scrutinized candidates will be called for interview. No TA/DA will be paid for attending the interview. Applications required in prescribed format available at the website of NRHM (Haryana), i.e., <www.nrhmharyana.org> Details about the different positions for State and District Level, Application Form, detailed ToR and Concept Note about SARC are available at the NRHM website, i.e. <www.nrhmharyana.org> Full particulars along-with Postal Address with PINCODE, E-mail, Contact No., two Passport size photo and attested copies of Educational Qualifications & Experience should be attached with the Application. Original documents in support of academic qualifications and work experience shall require to be produced at the time of interview. Information for interview will be provided through E-mail, therefore, E-mail ID is required to be provided in the Application Form, necessarily for State HQ posts only. Name of the post should clearly be stated in the Application and on the envelope. Application received in NRHM Office/Civil Surgeon Office after the last date will not be considered. The NRHM (Haryana)/Civil Surgeons Office will not be responsible for any postal delay. Number of posts can be increased or decreased by the NRHM State HQ. Post of reserve category will be filled up as per the Haryana Government Policy. NRHM (Haryana) has right to reject any Application, if found improper or having misleading information. Candidates having work experience under the NRHM or Health Projects may be given preference at the time of selection. All posts are non-transferrable and appointments will be made for State NRHM HQ, District and Block/CHC level and will remain posted at the appointment place. Any additional work/place under Community Processes (NRHM) can be assigned by appointing Authority. Duly filled Application for Sr. No. 1 to 4 are required to be sent to The Mission Director, National Rural Health Mission (Haryana) Bays No. 55-58, Sector-2, Panchkula-134109. Duly filled Application for Sr. No. 5 to 6 are required to be sent to the concerned Civil Surgeons in the State. Application for Sr. No. 5 to 6 will not be entertained at the O/o The Mission Director Office at (Panchkula) at any cost nor will be transferred to respective Civil Surgeon(s), as the Applications are required to be directly sent to respective Civil Surgeons in the State. 			
					Sd/- Mission Director NRHM (Haryana) Panchkula

Application Form

(All supporting Documents/Certificates are required to be attached with Application Form)

Sr. No.	Description	To be Filled by the Candidate				
Application for the Post						
1.	General Information					
1.1	Name of the Candidate (In Capital Letters)					
1.2	Father's Name					
1.3	Date of Birth(Date/Month/Year)					
1.4	Marital Status (Single/Married/Other)					
1.5	Permanent Address					
1.6	Postal Address (With PIN Code)					
1.7	Category (Gen/SC/OBC/etc.)					
1.8	Mobile/Contact No.					
1.9	E-mail Address					
1.10	Present Place of Living (with Complete Address)					
2.	Academic /Professional Qualifications (Starting from Highest Degree) <i>(Attach Additional Sheet, if Required)</i>					
Degree/ Class	Name of University/ Institute/ Board	Passing Year	Status of Marks			Name of Subject Studied
			Total	Obtained	%	
3.	National/State/District Level Training(s) and Workshop(s) Attended <i>(Attach Additional Sheet, if Required)</i>					
	Topic/Theme of the Training/Workshop	Name of Institution/ Organization	Date of Year	Level (National/ State/ District)	Capacity of Participation	
4.	Work Experience (Starting from the latest) <i>(Attach Additional Sheet, if Required)</i>					
	Designation (From Latest Job)	Period of Job		Name of Organization/ Deptt./Institution	Brief Profile of the Responsibilities Held	
		From	To			
5.	Any Other Information, the Candidate would like to give in support of her/his candidature <i>(Attach Additional Sheet, if Required)</i>					

Declaration:

All Information given in the Application Form are correct and true to the best of my knowledge. My candidature may be rejected, if found any information incorrect/false/misleading.

Date:

(Signature of the Candidate)

Terms of Reference for Different Positions

A. *At State NRHM HQ Level*

1. **01 State ASHA Program Manager (Responsible for Entire ASHA Programme in the State)**

Eligibility and Qualifications

- Post Graduate Degree in Sociology or Social Work or Rural Development or Public Administration or Public Health.
- State level post-qualification experience of at least 5 years in management of community Processes programme or community mobilization or related field activities with a minimum of 3 years experience in Health sector.

Desirable:-

- Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteers or health projects involving GO-NGO cooperation at the State level.
- Experience of having worked as State Level Trainer in Community Processes or Rural Development and as organizer of training programmes at State level is essential.
- Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc.
- Higher academic qualification will be given preference.

Roles & Responsibilities:

- Develop strategic plan & budget at State and District level besides strategic plan, action plan and training calendar.
- Support development of appropriate training modules, HMIS for successful implementation of Community processes.
- Ensure functional coordination with SPMU, NGO Cell, DPMU and other Health officials in the state
- Coordinate with Mentoring Groups and convey the meeting of Mentoring Groups to develop policy and other appropriate support mechanism towards better functioning/performance of ASHA program and other community processes.
- Facilitate documentation of best practices, case studies relating to community processes besides developing IEC/BCC materials.
- Analysis and provide feedback on training conducted on the community processes by District and NGOs.
- Undertake periodic visits to district and selected NGOs to do the supportive supervision of activity implementation.
- Provide support to NRHM for effective functioning of community processes through advocacy & networking.
- Undertake review, assessment & piloting innovative initiative as per the requirement.
- Undertake any such assignments, which may be assigned by the Mission Directorate for Supportive Supervision for Community Processes and other assignments.

Reporting: Will report to Director (NRHM), who will be responsible for Monitoring and Evaluation of his/her performance.

Age limit: Below 55 years of age

Remuneration: Consolidated consultancy honorarium of Rs. 40000 per month. This is a contractual post: initial appointment upto 31/03/2013, extendable after assessment of performance.

2. **02 State ASHA Training & Monitoring Coordinators (Responsible for 10-11 Districts Training & Monitoring Support)**

Eligibility and Qualifications

- Post Graduate Degree in Sociology or Social Work or Rural Development or Public Administration or Public Health.
- State level post-qualification experience of at least 3 years in management/ coordination of community processes programmes or community mobilization or related field activities with a minimum of 2 years experience in health sector.

Desirable:-

- Familiarity with/having worked in community health worker programmes, or on empowerment of health volunteers or NGO health projects at the State level.
- Experience of having worked as State Level Trainer in Community Processes or Rural Development and as organizer of training programmes at State level is essential.
- Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc.
- Higher academic qualification will be given preference.

Roles & Responsibilities:

- Develop support system for a region wise district ASHA ASHA program and other community processes budget and work plan.
- Disseminate the GOs at division wise and insure to available at district level officials
- Ensure periodic training of district level officials
- Ensure smooth working relationship with DPMU and CMO to district level to strengthen implementation of Community processes.
- Facilitate documentation of best practices, case studies relating to community processes besides developing IEC/BCC materials.
- Analysis and provide feedback on training conducted on the community processes by District and NGOs.
- Undertake periodic visits to district and selected NGOs to do the supportive supervision of activity implementation.
- Provide support to NRHM for effective functioning of community processes through advocacy & networking.
- Building intervention for review and supportive supervision of community processes.
- Linkage with MNGO at Division level.
- Undertake any such assignments, which may be assigned by the State ASHA Programme Manager, ASHA Resource Center.

Reporting: Would be located at SPMU and travelled to the allocated districts. Will report to the State ASHA Programme Manager SARC, who will be responsible for Monitoring and Evaluation of his/her performance

Age limit: Below 55 years of age

Remuneration: Consolidated consultancy honorarium of Rs. 30000 per month. This is a contractual post: initial appointment upto 31/03/2013, extendable after assessment of performance.

3. **01 State Data Assistant**

Eligibility and Qualifications

- Graduate degree in Computer Applications/Computer Science.
- Experience of at least 02 years in handling data base support to effective functioning of health or social sector projects or organizational management involving data analysis, data management and maintenance of data.

Desirable:-

- Computer proficiency with high level familiarity with data management and commonly used packages like MS Word, Excel, power point and spreadsheets for programmatic analysis and projections.
- Excellent communication, analytical and interpersonal abilities with, excellent oral and written communication skills in English and Hindi.
- Typing speed at least 30/20 WPM in English/Hindi.

Roles & Responsibilities:

- Maintain district specific database on the community processes.
- Ensure collection and collation of reports from the district level and compile the same for presentation to the ARC team.
- Consolidate the data on the reporting format and submit the collated report.
- Responsible for the documentation of the activities.
- Undertake any such assignments, which may be assigned by the State ASHA Programme Manager, ASHA Resource Center

Reporting: Will report to State ASHA Programme Manager, ASHA Resource Center, who will be responsible for Monitoring and Evaluation of his/her performance

Age limit: Below 55 years of Age.

Remuneration: Consolidated consultancy honorarium of Rs. 15000 per month. This is a contractual post: initial appointment upto 31/03/2013, extendable after assessment of performance.

B. **At District Level**

4. **21 District ASHA Coordinators/Community Mobilizers
(Responsible for Each District Support at DPMU)**

Eligibility and Qualifications

- Master degree in Sociology or Social Work or Rural Development or Public Administration or Public Health
- At least 2 years post-qualification experience in management/coordination of community processes programmes or community mobilization or related field activities with a minimum of 1 year experience in health sector.

Desirable:-

- Familiarity with/having worked in community link-worker programmes, or on empowerment of health volunteers or NGO health projects or on involvement of PRIs
- Experience of having assisted/contributed/coordinated or worked as trainer and as organization support to training programmes at the district level is essential
- Computer proficiency with familiarity of data management and commonly used packages like MS Word, Excel, power point etc.

Roles & Responsibilities:

- Responsible for training support, review, implementation of ASHA program for the District including other identified community process under NRHM.
- Facilitate district specific strategies for orienting block facilitators, district officials on ASHA , VHSC and community processes.
- Participate in the conflict resolution related to ASHA.
- Ensure smooth working relationship with DPMU and DHFWSs at district level and health functionaries at block level to strengthen and implementation of community processes.
- Establish support system for enhancing coordination between DPMU and ARC.
- Provide field level coordination supports for the members of AMG.
- Develop district specific review mechanism for addressing issues of incentives/ compensation for ASHA.
- Responsible for SARC to ensure district level support for ongoing community processes.
- Responsible for facilitation of inter-sectoral coordination especially resolving conflict of interests among ASHA, AWW and ANM.
- Documentation of block level innovations for wider dissemination of best practice lessons and operationalization of community monitoring processes..
- Organization of district level ASHA Sammelan for recognition of their good work and contribution to NRHM
- Establish and operationalize monthly review of ASHA effectiveness by streamlining mechanism for addressing issues of redresses of grievances.
- He/she will be a part of existing DPMU and to be facilitated by the existing staff for documentation.

Reporting: Will report to State ASHA Programme Manager, SARC, who will be responsible for Monitoring and Evaluation of his/her performance.

Age limit: Below 55 years of Age.

Remuneration: Consolidated consultancy honorarium of Rs. 20000 per month. This is a contractual post: initial appointment upto 31/03/2013 by the DPMU, extendable after assessment of performance.

C. At Block/CHC Level

**5. 104 Block ASHA Coordinators/Community Mobilizers
(Responsible for Each Block/CHC Support at BPMU)**

Eligibility and Qualifications

- Bachelor degree in arts having optional subject of Sociology/Psychology/Rural Development etc.
- At least 1 year post-qualification experience in community mobilization or related field activities in health sector

Desirable:-

- Work experience in empowerment of health volunteers or in NGO health projects or in involvement of PRIs in developmental programmes
- Sensitivity and experience of working on issues related to community mobilization and coordination in health programmes at the grassroots set-up
- Working knowledge of Computer programme and commonly used packages like MS Word, Excel, etc.

Roles & Responsibilities:

- Block Mobilizer will assist Block Medical Officer for the effective implementation of ASHA, VHSNC, VHND and other related community processes activities in the Block
- Capacity building of ASHA facilitators and ASHAs (in coordination with CHC team), review, implementation and monitoring of ASHA, VHSNC and other related community processes activities.
- Coordinate for monthly meeting at PHC to discuss and sort out various issues of ASHAs relating to incentive payment, drug kit replenishment etc.
- Coordinate with other Govt. department such as Health, WCD (ICDS official), Water and Sanitation, education etc. at block level for inter-sectoral coordination
- Support/guide ASHA facilitator for various coordination at village level
- Submit reports on the above activities to District ASHA Coordinator
- Participate in the conflict resolution related to ASHA at Block.
- Responsible for facilitation of inter-sectoral coordination especially resolving conflict of interests among ASHA, AWW and ANM in the Block
- Establish support system for enhancing coordination between DPMU and Block health functionaries.
- Provide field level coordination supports for the District functionaries.
- Develop Block specific review mechanism for addressing issues of incentives/compensation for ASHA
- Responsible to ensure Block level support for ongoing community processes.
- Documentation of village level innovations for wider dissemination of best practice lessons and operationalization of community monitoring processes
- Organization of Block level ASHA Sammelan for recognition of their good work and contribution to NRHM
- Establish and operationalize monthly review of ASHA effectiveness by streamlining mechanism for addressing issues of redresses of grievances at the Block
- H/She will be solely responsible for monitoring of drug kit replenishment with the help of ASHA Facilitators.

Reporting: Will report to Block Medical Officer and District ASHA Coordinator, who will be responsible for Monitoring and Evaluation of his/her performance.

Age limit: Below 55 years of age.

Remuneration: Consolidated consultancy honorarium of Rs. 10000 per month. This is a contractual post: initial appointment upto 31/03/2013 by the DPMU, extendable after assessment of performance.

D. At Sub-Block Level/PHC

6. 438 ASHA Facilitators

- At the Sub Block level/PHC, one ASHA Facilitator for all ASHAs at PHC to assist Block level organizer, as well as, to provide continuous handholding support to ASHAs will be engaged.
- She will be resident in the PHC Area.
- She will support ASHA for/in coordination with ANM, AWW, PRI, VHSNC, SHG etc., and will report to Block level organizer.
- She will support ASHA in organizing monthly meetings, Village Health & Nutrition Day (VHND), VHSNC meetings, as well as, monitor drug kit replenishment.
- It is expected that she will spend 10 days in the field to provide support ASHA in her area of operation.
- Best performing ASHA will be designated as ASHA Facilitator at the Sub Block/PHC level.
- She will be entitled for performance based incentives.
- She will be reporting their respective Block ASHA Coordinator/Community Mobilizers

CONCEPT NOTE
STATE ASHA RESOURCE CENTER
COMMUNITY PROCESS UNIT (NRHM HARYANA)

The National Rural Health Mission (NRHM) has put in place several community processes, such as the ASHA programme, establishment of Village Health Sanitation Nutrition Committee (VHSNC), Village Health Planning, provision and management of Unfied Funds to the CHC, PHC, Sub-Center and VHSNC, increasing public spaces for participation in health, *Rogi/Swasthya Kalyan Samitis*, and Community Monitoring. The ASHA is seen as a key figure in enabling these processes and the most visible face of NRHM. But in absence of support and supervision to ASHA, her role in enabling such community processes remains limited in the State.

Several reviews of the ASHA programme have demonstrated that for effective facilitation of the ASHA Programme, a supportive structure at all levels of programme implementation (State, District, Block, Village level etc.) is required for monitoring, mentoring, and handholding support to the initiative. This document lays out the Terms of Reference for establishing a State ASHA Resource Center (SARC) at the State.

I. Institutional Arrangements in the State ASHA Resource Center (SARC)

State Level: At the State level, the ASHA Resource Centre will operate under the strategic direction and leadership of Mission Director, NRHM and in close coordination with the State Programme Management Unit (SPMU). It will also work in close coordination with Community Processes Division of Mission Directorate, NRHM (Haryana) for program development.

The SARC team at the state level is expected to have the following staff composition: One Team Leader, One State ASHA Programme Manager, One Data Assistant, and one Office Attendant. In addition, given the need to develop state specific communication material, one Communications and Documentation Officer are required to be appointed at the SARC. Given the scale of the Community Process in the State and the need to also conduct training of the VHSNC/SKS members, Two Divisional Managers Community Processes (One per 10 districts) have been recruited. They are located at State level and travel to the districts or be based in the district but would report SARC at SPMU. (For description of responsibilities please see Section II).

In each district, the ARC will be filled a team comprising of one District ASHA Coordinator/ Community Mobilizer and one Data Assistant. The District ASHA Coordinator/Community Mobilizer will work in close coordination with the DPMU and report to the State ASHA Resource Center (SARC), through the DPMU. (For description of responsibilities please see Section II).

At the Block/CHC level, the ARC will recruit a Block ASHA Coordinator/Community Mobilizer, who will be assisted by the ASHA Facilitators. The Block ASHA Coordinator/ Community Mobilizer will report to the District ASHA Coordinator/Community Mobilizer and the Block Medical Officer (SMO Incharge CHC/ and MO Incharge PHC). (For description of responsibilities please see Section II).

II. Roles and Responsibilities of SARC at State, District and Block levels

The role of the SARC is to provide technical support to the State Programme Management Unit (SPMU) and the State and District Health Societies for strategic planning, implementation, monitoring and coordination of all activities related to the community processes component of NRHM, viz: The ASHA programme, VHSNC and Village Health Planning, RKS/SKS and community monitoring under NRHM. The SARC will also be responsible for coordinating with Community Processes Division at Mission Directorate (NRHM Haryana) for facilitation of technical assistance to strengthen programme effectiveness and capacity building on community process on a regular basis. The broad responsibilities of the State ASHA Resource Center at the State level include:

Planning, Implementation Review and Feedback to State Planning Processes

- To act as the Secretariat of ASHA Mentoring Group.
- To develop annual work plans with specific deliverables and measurable outcomes.
- TO review and assess ongoing community processes and provide feedback to the development of the annual PIP.

Training and Capacity Building

- Assessment of training needs of VHSNC, ASHA, ASHA Facilitators, Block Coordinator/Community Mobilizers, and District Coordinator/Community Mobilizers.
- Identifying a cadre of trainers at State, District, and Block levels with the appropriate skill mix to provide quality training to ASHA.
- Ensuring and maintain a stable team of district and Block Trainers.
- Designing a training plan for trainers, District and Block Coordinator/Community Mobilizers, ASHA Facilitators and ASHA.
- Designing state specific training modules and communication material
- Identifying partner NGOs and training sites (for those training components that need competency based training)
- Planning, implementing and monitoring the training programme in consultation with the DPMU at District, Block, and Sub Block levels.
- Conducting Training of Trainers (ToT) in collaboration with NHSRC and the National Trainers.

III. Monitoring and Supervision

- Develop data base to track ASHA and VHSNC through the structure at sub block, block, district and state levels to enable tracking of dropouts, payments, and to use as a planning and monitoring tool
- Developing/adapting monitoring formats and registers for ASHA, VHSNC, and for the community monitoring process.
- Developing/adapting supervisory protocols and check lists for staff at various levels
- Developing monitoring formats for block, district and state ARC teams
- Develop s schedule of review and monitoring visits at the various levels
- Organizing Monthly review meeting with the Mission Director/SPMU

Coordination and Convergence

- Assist SPMU for effective coordination among various stakeholders from the Government Departments and Non-Government Organization to strengthen community processes.
- Ensure effectiveness in programme monitoring and updating programmatic progress to the Mission Director periodically.
- Identify generic and specific impediments to the programme in districts and enable problem solving at district and state levels.
- Build partnerships with civil society organizations to serve as resources in training and capacity building of ASHA and for other community processes.
- Address issues of convergence with PRI and WCD to strengthen effectiveness of ASHA and other community processes.

Development of IEC/ BCC Material, and Documentation

- Develop IEC/BCC/Advocacy related activities contributing to the community processes at the State level and District level.
- Documentation of successful innovations and model community processes, sharing with key stakeholders and develop scaling up strategies.

Specific Functions related to ASHA

- Review and strengthen existing selection processes, in order to recruit the full complement of ASHA required, and plan for recruitment strategy for drop out.
- Ensure role clarity and advocate for an enabling environment to improve ASHA effectiveness.
- Identify State specific issues for inclusion into future rounds of ASHA training and ensure that the requisite 23 days of training for ASHA are held each year.
- Facilitate ASHA training programmes at Sub Block levels through the District and Block level structures.
- Facilitate timely incentive payments through regular reviews and assessments and spot checks of the situation related to payments
- Ensure distribution and refilling of drug kits to ASHA

Responsibilities of the SARC at the District Level: The major responsibilities of District ARC (especially District ASHA Coordinator/Community Mobilizer) are;

- Capacity building of Block Facilitator and Block Trainer's Team in coordination with District Trainer's Team.
- Create and maintain District Resource Database for the health sector and assist in optimal allocation of resources.
- Coordinate with other Govt. Dept. such as; WCD, Water & Sanitary, Education and PRI, at District level for intersectoral coordination, and support Block Facilitator for the same at Block level.
- Develop measurable performance indicators for the District and Block level ASHA support system/unit.
- Undertake periodic review meetings for ASHA Programme and Community Processes.
- Undertake frequent field visits for supportive supervision to the activities related to community processes implementation..
- Arrange visits/meetings of ASHA Mentoring Groups at District and Block Level.

Responsibilities of the ARC at the Block/CHC Level

Block ASHA Coordinator/Community Mobilizer will assist Block Medical Officer for the effective implementation of ASHA, VHSNC and other related community processes activities in the block

- Capacity building of ASHA Facilitators and ASHAs (in coordination with Block level trainer's team), review, implementation and monitoring of ASHA, VHSNC and other related community processes activities.
- Coordinate for monthly meeting at PHC to discuss and sort out various issues of ASHAs relating to incentive payment, drug kit replenishment etc.
- Coordinate with other govt. department such as Health, WCD (ICDS official), Water & Sanitation, education etc. at Block level for inter-sectoral coordination.
- Support/guide ASHA Facilitators for various coordination at village level.
- Submit reports on the above activities to District ASHA Coordinator.

IV. Sub Block/PHC Level

At the Sub Block level, one ASHA Facilitator for all ASHAs at PHC to assist Block level organizer, as well as, to provide continuous handholding support to ASHAs will be engaged. She will be resident in the PHC Area. She will support ASHA for/in coordination with ANM, AWW, PRI, VHSNC, SHG etc., and will report to Block level organizer. She will support ASHA in organizing monthly meetings, Village Health & Nutrition Day (VHND), VHSNC meetings, as well as, monitor drug kit replenishment. It is expected that she will spend 10 days in the field to provide support ASHA in her area of operation.

District Level

1. District ASHA Coordinator/ Community Mobilizers
2. Data Assistant

Block and Sub Block Level

1. Block ASHA Coordinator/Community Mobilizers at block/CHC Level.
2. ASHA Facilitators at Sub Block/PHC Level.

The funding for the basic staff of ARC at State, District, Block and Sub Block levels is built into the programme of the Rs. 10,000 allocated per ASHA, Rs. 3500 has been earmarked for the support mechanism.