

Annexure -1: Project Norms and Terms of Reference of the Link Worker Scheme

District Resource Person

Recruitment Criteria	
Education and Experience	S/he should be a Post graduate in any discipline of Social Sciences preferably with 1 year experience at district level programmes related to health, livelihood programmes, rural development, microfinance and HIV/AIDS programmes. Graduate in any discipline of Social Sciences subject with minimum three years' experience in development / health sector at district level programmes related to health, livelihood programmes, rural development, microfinance and HIV/AIDS programmes.
Knowledge and Skills	• Familiarity with government health policies and programmes, Strong communication skills • Ability to work in small teams, and flexible ways of working • Proficiency in data analysis, reporting writing, case study compilation. • At least 10 days in the field visit required. • Overall management capacity to monitor, report and guide the team under him/her.
Functions / Key Results Expected	
• Over all responsibility of the programme in the district. • Prepare SNA, risk and vulnerability profile of the district population with migration pattern, geo-mapping of HRGs. • Supervise works delegated to other member of the team and mentor them. • Facilitate recruitment of staffs as per the Guidelines in case of vacancies. • Development of district implementation plan and ensure approval by competent authorities. • Monitor the implementation of district plan and submit progress reports as per requirement. • Ensure training of all staffs when they join and training by SACS. • Make field visits, meet and coordinate with stakeholders at district and block level to address issues related to implementation of the scheme. • Support SACS/DAPCU/DISHA in implementing various activities such as Condom Programme, Folk Media Activities, Mass Media campaigns, Health camps etc. • Work with various government departments ensuring that the target groups are enrolled, receiving necessary services if they are eligible. • Play key role in advocacy at all levels against stigma and discrimination. • Compile reports and ensure analysis by M&E assistant for programmatic gaps. • Submit programme and financial reports on time to SACS/DAPCU/DISHA or any other agency.	

M&E cum Accounts Assistant

Recruitment Criteria	
Education and Experience	Graduation in Mathematics, Economics, Statistics and Commerce. Trained in basic computer software applications. Minimum of 2 years of work experience which includes: • Experience in data management, monitoring and evaluations tools, data quality checks, analysis and interpretation of data on program performance. • Maintaining financial records / accounts, knowledge and experience in health and social development sector will be an added advantage
Knowledge and Skills	• Proficient in computer data management and analysis using computer software • Familiarity with government health policies and programmes Strong communication skills • Ability to work in small teams, and flexible ways of working
Functions / Key Results Expected	
• Timely collection of various reports from the field level staffs, financial documents analyse them and prepare monthly report indicating progress, gaps • Ensure timely submission of reports to SACS/TSU/SETU/DAPCU or any other agency • Ensure procurement process is followed as per directions of SACS • Ensure all financial norms, financial documents are maintained as per norms • Ensure orientation of staffs about different reports, financial transactions. • Preparation and submission of SOEs • Support and maintain data capturing in such as SIMS, MITRA, SOCH, p-MPSE or any reporting format assigned by SACS/TSU/SETU.	

Zonal Supervisor (1 per 10-12 link workers)

Recruitment Criteria	
Education and Experience	The Supervisor should be a Post-graduate in preferably Social Science. In case, a person with above qualification is not available, candidate with following qualification and experience may be considered: Graduate in Social Science (only with regular course) with minimum two years' work experience in development / health sector at district level programmes related to health, livelihood programmes, rural development, microfinance and HIV/AIDS programmes.
Knowledge and Skills	• Familiarity with issues related to marginalized and vulnerability communities especially with HRGs and their families. • Strong communication and mobilisation skills. • Ability to work in small teams, and flexible ways of working. • Proficiency in report writing, case study compilation. • At least 10 days in the field visit required. • Overall management capacity to monitor, report and guide the team under him/her in absence of DRP or any other task provided by the team.
Functions / Key Results Expected	
• Supervise works delegated to link workers and mentor them. • Facilitate in site mapping, participate in taluka and panchayat level meetings to sensitise about the work being done under the link workers scheme. • To plan and conduct integrated health campaign for target population in the select villages • Ensure regular supply of condoms and needles and syringes (wherever required) • Coordinate with other programme staffs in the field (TI, ANM, ASHA, Anaganwadi and other staffs including staffs of other NGOs who are working with the same target population) • Maintain rapport and coordinate with local govt. health facilities. • Reconcile the referral slips at least once a month and update referral register of the area and inform link workers about the gaps. • Maintain Stock and issue register by reconciling the sub stock register. • Facilitate formation of condom depots, information centres and supervise their functioning. • Coordinate and facilitate with other govt. departments at panchayat and taluka level ensuring the eligible target groups are enrolled under various schemes and are accessing benefits.	

Cluster Link Workers (maximum of 20 for 100 villages)

Recruitment Criteria	
Criteria	- The Cluster Link Worker selection should be done through a process of peer progression among the volunteers who are associated with the project by way of helping in community/Vulnerable population. - The Cluster Link Worker should be from the respective or nearby block or villages.
Knowledge and Skills	- Should have strong communication skills and knowledge about community structures, community dynamics, power structures within and outside the community which controls the community. - Ability to work in small teams, and flexible ways of working - Ability to maintain simple field records and have attitude to work in a team to complete pending works. - Should be a good community motivator and should have rapport building skills.
Functions / Key Results Expected	
- Conduct village-level site mapping (vulnerability mapping, health services/facility mapping, and household mapping). - Understand the migration patterns (both in and out migration) in the local community. - Reach out to the un-reached HRIs/groups and vulnerable young people with information and skills relevant to HIV prevention and risk reduction. - Provide relevant information regarding condom use, using innovative means that are contextually, locally and culturally appropriate. - Coordinate with Ayushman Arogya mandir staff for integrated health camps for target population including referrals to the nearest health facilities. - Work towards reducing stigma and discrimination in the community by facilitating involvement of HIV positive people, community groups like SHGs, PRI and VHSC, and bringing into focus and addressing gender dimensions of stigma and discrimination. - Advocate with identified stakeholders for creating an enabling environment (and reducing stigma and discrimination). - Maintain rapport with local health units and facilitate access to services. - Have knowledge about the key health facilities in the vicinity, at FRU and the district level, and possess necessary information about the services available at the identified facilities. - Work towards reducing barriers to accessing services and promote STI management and partner notification. - Coordinate the linkage between communities and service institutions (especially ICTC, PHC/CHC, RTI /STI clinic and district hospital). - Identify and train volunteers. - Collect monthly data from condom depot holders. - Prepare monthly reports for his/her area according to a pre-defined format	