

EOI for empanelment of external consultant (program & Finance to conduct joint appraisal team (JAT) visit of NGOs/CBOs.

Maharashtra State AIDS Control Society (MSACS), Mumbai is implementing National AIDS Control Program (NACP) in the State of Maharashtra. Maharashtra State AIDS Control Society invites EOI from interested person for joint Appraisal Team visit of NGOs. The consultant must visit the NGOs as per schedule and submit reports in the prescribed NACO reporting format/tools for each (NGO). Incomplete reports in hard copies would not be accepted.

Sr. no.	Designation	Qualification & Experience	Remuneration
1	External consultant (Program)	Post Graduate in Social Work or other allied social sciences/Public Health (MPH), with 5 years of experience in development sector and at least one year in HIV sector. Community member with a graduation and minimum of 2 years of experience in the HIV sector shall also be considered.	The Program consultant is to be remunerated for Rs. 2000/- per day. Local Travel Rs 1200/- per day. Boarding and lodging 2500/- per day. Xerox & printing 500/- per NGO. The travel To & Fro as per actual tickets.
2	External consultant (Finance)	Graduation/post graduation in commerce or a CA or an intern firm with commerce graduation.	The Finance consultant will be paid Rs. 2000/- per day visit to one NGO. Boarding and lodging expenses 2500/- per day. The travel To & Fro as per actual tickets.

Information:-

1. There is no provision of any advance to consultants during JAT, only reimbursement of expenses within a month period will be done on the receipt of reports in hard and soft copy in NACO format. The travel, lodging/boarding and food expenses for duty days will be reimbursed on the submission of original bills along with bank detail for payments through PFMS.
2. The external consultant / financial consultant should be independent consultants and should not to be associated directly/indirectly with NGOs of Maharashtra.
3. It is expected that the during IAT visit the consultant should follow the code of ethics.
4. External consultant will be responsible to work as per NACO JAT guideline.
5. The duly signed hard/soft copies to be sent to (jdlws@mahasacs.org) of EOI with supportive self attested documents of bio-data (Qualification & experience) along with recent passport size photograph with acceptance of above condition should reach to the undersigned within 10 days from the issue date of this EOI.

Project Director, MSACS.