

## **Tata Institute of Social Sciences (TISS), Mumbai**

Over the years, through its research in social work, social sciences, human resources management, health systems and allied fields, the TISS has made consistent contributions to the public sector, civil society, and the development sector and helped shape planning, policy and programme formulation, foster critical rethinking and development of people-centred interventions. The role of academic institutions like TISS in conducting pioneering research and extension activities rooted in the context of societal realities, and aimed at influencing policy and practice for positive social change, is widely acknowledged. Over the years, the research work carried out at the TISS has been increasingly used for capacity building, field action, academics and policy advocacy on a spectrum of social, economic and environmental issues. Many of the research projects are done with an interdisciplinary or transdisciplinary approach.

TISS has been associated with NACP for many years. Saksham (which means “making capable”) is a project of the TISS funded by the Global Fund since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB in partnership with the National AIDS Control Programme (NACP). **The NACO has awarded Saksham Pramaan** a project for undertaking Programmatic and Targeted Intervention (TI) and Link Workers Schemes (LWS) evaluation under NACP across India. The project duration is April 1, 2021- March 31, 2024. Under this project, approximately 1600 TI/LWS will be evaluated, and three major and six minor programmatic evaluation research studies will be conducted.

We have invited applications to form an empanelment of eligible candidates for the empanelment for 1.5 years up to March 2024 to undertake consultancy work for **(i) qualitative and quantitative data collection work in various parts of the country; and (ii) data translation and/or translation-transcription work (audio files) from various Indian languages to English and vice versa.**

### **1. Description of roles & responsibilities:**

- A. Object of the consultancy:** To collect qualitative and quantitative data using pre-design semi-structure questionnaires or full-structure questionnaires and maintain field notes during the data collection based on the project-to-project requirements.
- B. Competencies required for (i) Data collection**
  - a. Minimum 3-5 years of experience in the field of HIV/AIDS or Public-health/Social Sciences
  - b. Experience in data collection, probing, and note-taking.
  - c. Conducting Focused Group Discussions (FGDs), Key Informants Interviews (KII), In-Depth Interviews, and survey questionnaires.
  - d. Essential: Master’s degree and PhD is desirable in public health/population sciences, social sciences, or relevant disciplines.
- C. Competencies required for (ii) Translation and/or Translation-transcription**
  - a. Minimum 3-5 years of experience in the field of HIV/AIDS/Public-health/Social Sciences
  - b. Experience in translation and/or translation-transcription from various languages to English and vice versa.
  - c. Essential: Master’s degree and PhD is desirable in public health/population sciences, social sciences, or relevant disciplines.
- D. Modalities:**
  - a. Engagement for data collection varies between 3 days (minimum) to 15 days (maximum) at a stretch.
  - b. Engagement for translation and/or translation- transcription data collection varies between 7 days (minimum) to 20 days (maximum) at a stretch.
  - c. Selected individuals will be empanelled for one-and-half years based on a contract letter in the first instance which will be signed between the institution and the consultant. Further extensions will be considered based on fulfilling the eligibility criteria and satisfactory completion of assignments.
  - d. Detailed Terms of Reference (TOR) will be provided for individual assignments on a case-by-case basis.
  - e. How to apply: Interested individuals can send their resume to [hr.sakshamprerak@gmail.com](mailto:hr.sakshamprerak@gmail.com) with the following subject header “Application for (i) data collection; (ii) Translation and/or translation-transcription” empanelment in TISS before 10 November 2022.

Program Director/SPM