



Sustainable Livelihood Choices and Capacity Building among People Living with HIV in Rajasthan State

Project XIV, RUSA 2.0, Department of Sociology, U.O.R, Jaipur

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TERMS OF REFERENCE (ToR) FOR ENGAGEMENT OF AN INDIVIDUAL CONSULTANT

The Department of Sociology, University of Rajasthan, Jaipur, under RUSA 2.0 Programme, is implementing the research project titled “*Sustainable Livelihood Choices and Capacity Building among People Living with HIV in Rajasthan State*” (Project XIV). The Project invites Quotation in the form of application from suitably qualified and experienced **Individual Consultants** for the assignment of **Interpretation of advance Results and Report Writing properly**, on a purely contractual/consultancy basis, for a period of 1 month. Interested and eligible individuals may submit their applications along with the requisite documents on or before 22nd August 2026 (through mail) in the manner prescribed in this document.

Background of the Project

HIV/AIDS continues to pose significant socio-economic and health challenges in India, with People Living with HIV (PLHIV) facing compounded vulnerabilities on account of stigma, discrimination, and livelihood insecurity. The present project, funded under the RUSA 2.0 Programme, examines the livelihood challenges of PLHIV in Rajasthan and seeks to design sustainable livelihood choices and capacity-building interventions for this population. The project has undertaken primary data collection across shortlisted districts of Rajasthan (including Jaipur, Pali, Sikar, Kota and Chittorgarh) covering the socio-psychological profile, awareness levels, and livelihood needs of PLHIV. The Project Team now requires the services of an Individual Consultant to assist in the **interpretation of the collected data/results and preparation of the comprehensive project report** in accordance with the objectives and methodology of the project.

Objective of the Assignment

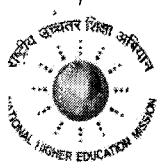
The primary objective of this assignment is to engage a qualified consultant to analyse and interpret the quantitative and qualitative data/results generated under the project, and to compile the same into a well-structured, academically rigorous, and policy-relevant report, in line with the objectives of the project.

Scope of Work / Duties and Responsibilities

The Consultant shall be responsible for, but not limited to, the following tasks:

1. Review and familiarise with the project proposal, objectives, methodology, tools, and secondary literature used in the study.
2. Undertake thematic/content analysis of qualitative data (interviews, case studies, focus group discussions) collected during the study.
3. Interpret the findings in relation to the project's objectives, existing literature, and policy framework (including the HIV and AIDS (Prevention and Control) Act, 2017).

Principal Investigator
Project XIV, RUSA 2.0
Department of Sociology
University of Rajasthan, Jaipur



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4. Prepare chapter-wise drafts of the report, including introduction, review of literature, methodology, data analysis/interpretation, findings, conclusions, and policy recommendations.
5. Compile tables, charts, and diagrammatic representations of the results as required.
6. Incorporate comments/feedback of the Project Team.
7. Assist in the preparation of a consolidated summary/booklet of livelihood options for PLHIV, if required by the Project Team.
8. Submit the final report in the format prescribed by RUSA 2.0/University of Rajasthan.
1. Any other task assigned by the Principal Investigator that is reasonably connected with the interpretation of results and report writing for the project.

Deliverables and Timelines

The Consultant is expected to submit the following deliverables within the timelines indicated below (to be finalised at the time of contract signing):

S. No.	Deliverable	Timeline (from date of joining)
1	Data Interpretation and advanced analysis	First week
2	Draft chapters (analysis, interpretation, and findings)	Second week
3	Complete draft report incorporating PI/Co-PI feedback	Third week
4	Final report (soft and hard copy) as per RUSA 2.0 format	Fourth week

Duration of Assignment

The assignment shall be for a period of 1 months from the date of signing of the contract/date of joining of the project after satisfactory performance of the Consultant, at the discretion of the Principal Investigator, subject to overall project timelines.

Eligibility / Qualification Criteria

Applications are invited from individuals fulfilling the following minimum eligibility criteria:

Criteria	Requirement
Educational Qualification	Master's Degree in Sociology/ Public Health Desirable: Research background in health/HIV-related social research is desirable.

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Experience	Minimum 5 years of demonstrated experience in data analysis, statistical interpretation, evaluation and research of large-scale programs preferably in the health, HIV/AIDS (Prior Experience of Multi-Donor Report Drafting and Editorial Experience will be preferred).
Technical Skills	Proficiency in statistical software (SPSS/STATA and ATLASTi) and MS Office; strong report-writing, editing, and academic referencing skills.
Language	Proficiency in English and Hindi (written and spoken) is essential.

Remuneration and Mode of Payment

The consultancy fee shall be determined through a **competitive bidding process**. Interested applicants must submit their financial bid/quotation, indicating the consolidated fee clearly indicating the amount quoted (inclusive of all applicable taxes) sought for the entire assignment. The consultancy fee payable to the selected Consultant shall be finalised as per the lowest bid among technically qualified and shall not exceed the ceiling/estimated budget fixed by the Project Team. The quoted fee shall remain firm and fixed for the entire duration of the assignment and shall not be subject to escalation on any account. Payment shall be released after the completion of the work, subject to satisfactory submission of deliverables and certification by the Principal Investigator. TDS shall be deducted as per applicable Government of India norms. No other allowance (TA/DA, HRA, etc.) shall be admissible. Only shortlisted candidate will be contacted for the work.

Documents to be Submitted Along with the Application

- Covering letter with contact details.
- Updated Curriculum Vitae (CV) / Resume.
- Relevant work samples (e.g., published reports, research papers).
- Any other document as required.

Submission of Application

Interested and eligible candidates may submit their applications along with the requisite documents (in PDF format, as a single file) by email to teamrusaprojectxiv@gmail.com, with the subject line "Application for Individual Consultant – Interpretation of Results and Report Writing (RUSA 2.0, Project XIV)" on or before 22nd August 2026. Applications received after the due date/time, or found incomplete in any respect, are liable to be rejected without further reference. The University/Project Team reserves the right to reject any or all applications without assigning any reason, and to modify/withdraw this ToR at any stage without prior notice.

General Terms and Conditions

Principal Investigator
Project XIV, RUSA 2.0
Department of Sociology
University of Rajasthan, Jaipur



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- The engagement shall be purely on a contractual/consultancy basis and shall not confer any right to claim regular employment with the University of Rajasthan or RUSA 2.0/Department of Higher Education, Government of India.
- The Consultant shall maintain confidentiality of all project data and shall not use or share the data/findings for any purpose other than the assigned work, without prior written permission of the Principal Investigator.
- The intellectual property/authorship rights of the report and related outputs shall vest with the Project/University, as per RUSA 2.0/University of Rajasthan norms.
- Any dispute arising out of this engagement shall be subject to the jurisdiction of courts at Jaipur, Rajasthan.

Contact Details for Queries : email id: teamrusaprojectxiv@gmail.com

Anil
18/8/26
Principal Investigator
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