**ToR for Consultant (State MKSP Coordination)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Consultant (State MKSP Coordination)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of posting</strong></td>
<td>State level</td>
</tr>
<tr>
<td><strong>Qualifications &amp; Experience</strong></td>
<td>Essential: PG with minimum 50% marks in Agriculture, Animal Husbandry and Veterinary sciences and 7 years of experience in livelihood development. Desirable: Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program.</td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>The incumbent must not be above 45 years of age as on 01.11.2016</td>
</tr>
<tr>
<td><strong>Type of Appointment</strong></td>
<td>Consultancy</td>
</tr>
<tr>
<td><strong>Cost Estimates (Rs.)</strong></td>
<td>Up to Rs.60000 per month</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 Months</td>
</tr>
</tbody>
</table>

**Job Description**

Consultant (Consultant State MKSP Coordination will work under the guidance and supervision of Chief Operating Manager, State Project Manager - Agriculture/Livestock, RGAVP. S/he will be responsible for the following:

- Lead Mahila Kisan Sashaktikaran Pariyojna (MKSP) activities in state.
- Assist State Project Manager - Agriculture/Livestock at State level.
- Provide extensive support in the State related to MKSP Program.
- Achieving Livestock and agriculture target in state on timely basis in MKSP project.
- Designing capacity building strategy for Consultant MKSP (Agriculture), Consultant MKSP (Livestock) and Consultant MKSP (MIS) at state and District level/Block level staff.
- Draft policies and implement guidelines for MKSP program at state level.
- Develop the roadmap for Agriculture and Livestock aspects and its effective implementation.
- Identify and analyze the key issues /strategies / activities related to Agriculture, Livestock and its sustainability at field level and forth them with the projects concerned person for the necessary action.
- Monitor the progress of the activity on regular basis.
- Constant updating of the State MIS.
- Liasoning with line department at state and National Mission Management Unit (NMMU), Government of India (GoI).
- Lead in formation of Producer Companies (PCs) in state for MKSP program.
- Supervise and monitor the outreach of MKSP project in state.
- Any other duties, as may be assigned by Chief Operating Manager, State Project Manager – Livestock RGAVP.

Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission’s aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.
Job Profile

- Lead Mahila Kisan Sashaktikaran Paripoyjana (MKSP) activities in state.
- Assist State Project Manager Agriculture/Livestock at State level.
- Provide extensive support in the State related to MKSP Program.
- Achieving Livestock and agriculture target in state on timely basis in MKSP project.
- Designing capacity building strategy for Consultant MKSP (Agriculture), Consultant MKSP (Livestock) and Consultant MKSP (MIS) at state and District level/Block level staff.
- Draft policies and implement guidelines for MKSP program at state level.
- Develop the roadmap for Agriculture and Livestock aspects and its effective implementation.
- Identify and analyze the key issues /strategies / activities related to Agriculture, Livestock and its sustainability at field level and forth them with the projects concerned person for the necessary action.
- Monitor the progress of the activity on regular basis.
- Constant updating of the State MIS.
- Liaisoning with line department at state and National Mission Management Unit (NMMU), Government of India (GoI).
- Lead in formation of Producer Companies (PCs) in state for MKSP program.
- Supervise and monitor the outreach of MKSP project in state.
- Any other duties, as may be assigned by Chief Operating Manager, State Project Manager – Livestock RGAVP.

Reporting

The Consultant State MKSP coordination will report to State Project Manager – Agriculture/Livestock RGAVP who may further direct consultant to report to concerned person, within organization as appropriate.
Qualification and Experience

Essential

PG with minimum 50% marks in Agriculture, Animal Husbandry and Veterinary sciences and 7 years of experience in livelihood development

- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government/externally aided agencies would be an added advantage.
- Must be proficient in English and Hindi.

Desirable

Experience of working in RGAVP would be an added advantage. Working in MKSP project/Livelihood program desirable qualification.

Core Competencies

Technical Knowledge and Skills

- Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction.
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area.
- Uses technical knowledge and skills to improve work systems.

Client Orientation

- Works to meet needs of clients according to Rajasthan Gramin Ajeevika Vikas Parishad’s policy.
- Communicates often with clients and seeks to understand and anticipate their needs.
- Adapts own style to suit clients preferences.

Achieving Results

- Finds ways to reduce time and cost of completing work.
- Monitors work and progress and makes improvements.
- Works with others to overcome problems and find alternative ways to complete work when necessary.

Working Together

- Provides practical support and encouragement for team members.
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender.
- Sets priorities for the team and ensures they are followed through.

Learning and Knowledge Sharing

- Learns new skills and knowledge and applies them.
- Continuously finds new solutions to problems.
- Leads the team in sharing knowledge and expertise.
Honorarium

- Up to Rs. 60000 per month
- TA DA shall be admissible as per RGAVP rules.

Terms and Conditions

- The consultancy is for a period of 12 Months.
- The consultancy can be terminated at any time with one month notice from either party.
**ToR for Consultant MKSP (Agriculture)**

**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post- Consultant (MKSP (Agriculture))</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of posting</strong></td>
<td>State level</td>
</tr>
<tr>
<td><strong>Qualifications &amp; Experience</strong></td>
<td>Essential: PG with minimum 50% marks in Agriculture and 5 years of experience in livelihood development.</td>
</tr>
<tr>
<td></td>
<td>Desirable: Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program</td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>The incumbent must not be above 40 years of age as on 01.11.2016</td>
</tr>
<tr>
<td><strong>Type of Appointment</strong></td>
<td>Consultancy</td>
</tr>
<tr>
<td><strong>Cost Estimates (Rs.)</strong></td>
<td>Up to Rs.40000 per month</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 Months</td>
</tr>
</tbody>
</table>

**Job Description**

- Assist Consultant State MKSP Coordination at State level.
- Provide extensive support in the state related to Agriculture Program in MKSP.
- Help in achieving Agriculture target at Block/District/state of MKSP program.
- Develop IEC material and documentation of success stories required for MKSP program.
- Designing capacity building strategy of staffs and community and conduct the Cluster Agriculture Expert /Krishi Sakhi training, training of community on Agriculture Programme.
- Identify and analyze the key issues /strategies /activities related to Agriculture and its sustainability at field level and forth them with the project persons concerned for the necessary action.
- Engaging experts / Agriculture scientist for timely dissemination of expertise knowledge in block/district.
- Provide Handholding support to district and sub-
Position-I (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission’s aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Profile

- Assist Consultant State MKSP Coordination at State level.
- Provide extensive support in the state related to Agriculture Program in MKSP.
- Help in achieving Agriculture target at Block/District/state of MKSP program.
- Develop IEC material and documentation of success stories required for MKSP program.
- Designing capacity building strategy of staffs and community and conduct the Cluster Agriculture Expert /Krishi Sakhi training, training of community on Agriculture Programme.
- Identify and analyze the key issues /strategies / activities related to Agriculture and its sustainability at field level and forth them with the project persons concerned for the necessary action.
- Engaging experts / Agriculture scientist for timely dissemination of expertise knowledge in block/district.
- Provide Handholding support to district and sub-district implementation/support structure.
- Lead in formation of Producer Companies (PCs) specially related to Agriculture.
- Monitor the progress of the activity on regular basis
- Any other duties, as may be assigned by the Consultant (Project Coordinator – MKSP), State Project Manager – Agriculture/Livestock & Chief Operating Manager and/or Government of Rajasthan.

Reporting

The Consultant MKSP (Agriculture) will report to State Project Manager – Agriculture/Livestock, Consultant State MKSP Coordination, and RGAVP who may further direct consultant to report to concerned person, within organization as appropriate.

Qualification and Experience

Essential

PG with minimum 50% marks in Agriculture and 5 years of experience in livelihood development

- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government/externally aided agencies would be an added advantage.
- Must be proficient in English and Hindi.

Desirable

Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program desirable qualification:
Core Competencies

Technical Knowledge and Skills
- Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
- Uses technical knowledge and skills to improve work systems

Client Orientation
- Works to meet needs of clients according to Rajasthan Gramin Ajeevika Vikas Parishad's policy
- Communicates often with clients and seeks to understand and anticipate their needs
- Adapts own style to suit clients preferences

Achieving Results
- Find ways to reduce time and cost of completing work
- Monitors work and progress and makes improvements
- Works with others to overcome problems and find alternative ways to complete work when necessary

Working Together
- Provides practical support and encouragement for team members
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through

Learning and Knowledge Sharing
- Learns new skills and knowledge and applies them
- Continuously finds new solutions to problems
- Leads the team in sharing knowledge and expertise

Honorarium
- Up to Rs. 40000 per month
- TA DA shall be admissible as per RGAVP rules.

Terms and Conditions
- The consultancy is for a period of 12 Months.
- The consultancy can be terminated at any time with one month notice from either party.
ToR for Consultant MKSP (Livestock)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-Consultant MKSP (Livestock)</th>
<th>Consultant MKSP (Livestock)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Essential: PG with minimum 50% marks in Animal Husbandry /Dairy Science /Graduate in Veterinary Science (B.V.SC) with minimum 50% marks and 5 years of experience in livelihood development. Desirable: Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program desirable qualification:</td>
</tr>
<tr>
<td>Age</td>
<td>The incumbent must not be above 40 years of age as on 01.1.2016</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Cost Estimates (Rs.)</td>
<td>Up to Rs.40000 per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

Job Description

- Assist Consultant State MKSP Coordination at State level.
- Provide extensive support in issues related to Livestock Programme in MKSP at state level.
- Help in achieving Livestock target at Block/District/state level.
- Develop IEC material, module and document the success stories of MKSP from field.
- Develop Training material of the livestock aspects and ensure its effective Training programme.
- Design a monitoring card for the community for tracking the progress of the activity.
- Designing capacity building strategy of staffs and community and arrange to conduct the Cluster Livestock Expert/Pashu Sakhi training, training of community on Livestock Programme.
- Engaging experts / veterinarians for timely dissemination of expertise knowledge in block/district.
- Provide Handholding support to district and sub-district implementation/support structure.
- Monitor the progress of the activity on regular basis
- Supervise and monitor the outreach of project on livestock aspects of the project.
- Lead in formation of Producer Companies (PCs)
| specially related to Livestock.  
| Ensure quality implementation of livestock components/thematic interventions.  
| Any other duties, as may be assigned by the Consultant (State MKSP Coordination). SPM - Agriculture/Livestock & Chief Operating Manager and/or Government of Rajasthan.  

Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

**Role Summary**

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission’s aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

**Job Profile**

- Assist Consultant State MKSP Coordination at State level.
- Provide extensive support in the state related to Agriculture Program in MKSP.
- Help in achieving Agriculture target at Block/District/state of MKSP program.
- Develop IEC material and documentation of success stories required for MKSP program.
- Designing capacity building strategy of staffs and community and conduct the Cluster Agriculture Expert /Krishi Sakhi training, training of community on Agriculture Programme.
- Identify and analyze the key issues /strategies / activities related to Agriculture and its sustainability at field level and forth them with the project persons concerned for the necessary action.
- Engaging experts / Agriculture scientist for timely dissemination of expertise knowledge in block/district.
• Provide Handholding support to district and sub-district implementation/support structure.

• Lead in formation of Producer Companies (PCs) specially related to Agriculture.

• Monitor the progress of the activity on regular basis

**Reporting**

• As part of State Project Management Unit, the incumbent will report to Chief Operating Manager/Project Director (Livelihood), RGAVP.

**Qualification and Experience**

**Essential**

• PG with minimum 50% marks in Animal Husbandry/Dairy Science/Graduate in Veterinary Science (B.V.SC) with minimum 50% marks and 5 years of experience in livelihood development.

• Must be computer literate – able to use MS office applications and internet.

• Experience of working with government/externally aided agencies would be an added advantage.

• Must be proficient in English and Hindi.

**Desirable**

Graduate in Veterinary Science (B.V.SC) will be given preference

Experience of working in RGAVP would be an added advantage. Working in MKSP project/Livelihood program desirable qualification:

**Core Competencies**

**Technical Knowledge and Skills**

• Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction

• Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area

• Uses technical knowledge and skills to improve work systems

**Client Orientation**

• Works to meet needs of clients according to Rajasthan Gramin Aajeevika Vikas Parishad’s policy

• Communicates often with clients and seeks to understand and anticipate their needs

• Adapts own style to suit clients preferences

**Achieving Results**

• Find ways to reduce time and cost of completing work

• Monitors work and progress and makes improvements

• Works with others to overcome problems and find alternative ways to complete work when necessary
Working Together
- Provides practical support and encouragement for team members
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through

Learning and Knowledge Sharing
- Learns new skills and knowledge and applies them
- Continuously finds new solutions to problems
- Leads the team in sharing knowledge and expertise

Honorarium
- Rs. 40000 per month
- TA DA shall be admissible as per RGAVP rules.

Terms and Conditions
- The consultancy is for a period of 12 Months.
- The consultancy can be terminated at any time with one month notice from either party.
## Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Consultant - MKSP (MIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
</tbody>
</table>
| Qualifications & Experience | • Essential: PG with minimum 50% marks in Computer Science (MCA)/BE/Advance course in computer application from Govt. recognized institute and 5 years of experience in management of MIS in development sector.  
Desirable:  
• Experience of working in RGAVP would be an added advantage. |
| Age              | The incumbent must not be above 40 years of age as on 01.11.2016 |
| Type of Appointment | Consultancy |
| Cost Estimates (Rs.) | Up to Rs.35000 per month |
| Duration         | 12 Months |

### Job Description

- Assist Consultant State MKSP Coordination at State level.
- Responsible for the works related to MIS as a whole.
- Data, management, data analysis, data/information dissemination to SPMU, Divisional level, DPMUs, PFTs on the quality of data, Monthly Progress Report, project related information, timeliness, accuracy etc. Identify and analyze the key issues related to MIS, current shortfalls and putting forward with the project persons concerned for the necessary actions.
- Supervise and monitor the regularity and efficacy of MIS aspects in the project.
- Coordinate with other staff of the project and other institutions concerned for ensuring efficacy of the identified issues and needs of MIS within the project framework.
Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary-
RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission’s aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Profile
- Assist Consultant State MKSP Coordination at State level.
- Responsible for the works related to MIS as a whole.
- Data, management, data analysis, data /information dissemination to SPMU, Divisional level, DPMUs, PFTs on the quality of data, Monthly Progress Report, project related information, timeliness, accuracy etc. Identify and analyze the key issues related to MIS, current short falls and putting forward with the project persons concerned for the necessary actions.
- Supervise and monitor the regularity and efficacy of MIS aspects in the project.
- Coordinate with other staff of the project and other institutions concerned for ensuring efficacy of the identified issues and needs of MIS within the project framework.
- Any other duties, as may be assigned from time to time by the Consultant State MKSP Coordination State Project Manager – Agriculture/Livestock & Chief Operating Manager and/or Government of Rajasthan.
Reporting

The Consultant MKSP (MIS) will report Consultant State MKSP Coordination who may further direct consultant to report to concerned person, within organization as appropriate.

Qualification and Experience

Essential

- PG with minimum 50% in PG with minimum 50% marks in Computer Science (MCA)/BE/Advance course in computer application from Govt. recognized institute and 5 years of experience in management of MIS in development sector.
- Must be proficient in English and Hindi.

Desirable

Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program

Core Competencies

Technical Knowledge and Skills

- Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
- Uses technical knowledge and skills to improve work systems

Client Orientation

- Works to meet needs of clients according to Rajasthan Gramin Ajeevika Vikas Parishad's policy
- Communicates often with clients and seeks to understand and anticipate their needs
- Adapts own style to suit clients preferences

Achieving Results

- Find ways to reduce time and cost of completing work
- Monitors work and progress and makes improvements
- Works with others to overcome problems and find alternative ways to complete work when necessary

Working Together

- Provides practical support and encouragement for team members
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through

Learning and Knowledge Sharing

- Learns new skills and knowledge and applies them
- Continuously finds new solutions to problems
- Leads the team in sharing knowledge and expertise

Honorarium
- Up to Rs. 35000 per month
- TA DA shall be admissible as per RGAVP rules.

Terms and Conditions
- The consultancy is for a period of 12 Months.
- The consultancy can be terminated at any time with one month notice from either party.
### ToR for Consultant (MKSP District)

#### Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Consultant (MKSP District)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of posting</strong></td>
<td>District level</td>
</tr>
<tr>
<td><strong>Qualifications &amp; Experience</strong></td>
<td>Essential: Graduate with minimum 50% marks in Agriculture, Animal Husbandry and Veterinary sciences and 3 years of experience in livelihood development, Desirable: Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program</td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>The incumbent must not be above 40 years of age as on 01.11.2016</td>
</tr>
<tr>
<td><strong>Type of Appointment</strong></td>
<td>Consultancy</td>
</tr>
<tr>
<td><strong>Cost Estimates (Rs.)</strong></td>
<td>Up to Rs.30000 per month</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 Months</td>
</tr>
</tbody>
</table>

Consultant MKSP District will work under the guidance and supervision of District Project Manager (DPM), RGAVP. S/he will be responsible for the following:

- Responsible for the aspects related to monitoring and evaluation of the MKSP project at block level.
- Monitoring the project to gather data from various units and its dissemination for learning during monitoring of CAE/CLE and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of Livelihood Groups, Livelihoods Plan at block level in MKSP project.
- Support to DPMU in arranging training programmes and manage online MIS, computerized database at block level;
- Support in preparing Annual Action Plan for the concerned District based on the approved AAP and phasing plan.
- Spend quality time in field to support project implementation along with liaisoning between District Level Officers including bankers and other relevant department for convergence.
- Coordinate time to time for evaluation, mid-term assessment, as well as with various district level
institutions in finalizing indicators for project evaluation at block level;

- Responsible for the Community Mobilization & Capacity Building aspects of the MKSP project at the block level.
- Analyze the Training needs with respect to the area, subject and skills of the project and project's employees; prepare and appraisal of training needs of different units of the project and community in consultation with other institutions.
- Coordinate with other institutions to prepare various training modules as per the need for mutual learning at the districts and below level.
- Prepare district-wise training calendar, training schedule, training manuals; identify resource persons for training.
- Organize and coordinate workshops and exposure visits etc.
- Convergence with District/Block level government departments.
- Any other functions, as may be assigned from time to time by the CLF OBs, District Project Manager (DPM)

Position-1 (District Level) Duty Station- Office of the DPMU Office, RGAVP

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission’s aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Profile

Consultant MKSP District will work under the guidance and supervision of Cluster Level Federation (CLF) Office Bearers, District Project Manager (DPM), RGAVP. S/he will be responsible for the following:

- Responsible for the aspects related to monitoring and evaluation of the MKSP
• Monitoring the project to gather data from various units and its dissemination for learning during monitoring of CAE/CLE and community institutions.
• Develop monitoring formats; finalize yardsticks for assessment of Livelihood Groups, Livelihoods Plan at block level in MKSP project.
• Support to DPMU in arranging training programmes and manage online MIS, computerized database at block level;
• Support in preparing Annual Action Plan for the concerned District based on the approved AAP and phasing plan.
• Spend quality time in field to support project implementation along with liaisoning between District Level Officers including bankers and other relevant department for convergence.
• Coordinate time to time for evaluation, mid-term assessment, as well as with various district level institutions in finalizing indicators for project evaluation at block level;
• Responsible for the Community Mobilization & Capacity Building aspects of the MKSP project at the block level.
• Analyze the Training needs with respect to the area, subject and skills of the project and project’s employees; prepare and appraisal of training needs of different units of the project and community in consultation with other institutions.
• Coordinate with other institutions to prepare various training modules as per the need for mutual learning at the districts and below level.
• Prepare district-wise training calendar, training schedule, training manuals; identify resource persons for training.
• Organize and coordinate workshops and exposure visits etc.
• Convergence with District/Block level government departments.
• Any other functions, as may be assigned from time to time by the CLF OBs, District Project Manager (DPM)

**Reporting**

The Consultant MKSP District will report to District Project Manager (DPM) RGAVP who may further direct consultant to report to concerned person, within organization as appropriate.

**Qualification and Experience**

**Essential**

Graduate with minimum 50% marks in Agriculture, Animal Husbandry and Veterinary sciences and 3 years of experience in livelihood development.

• Must be computer literate – able to use MS office applications and internet.
• Experience of working with government/externally aided agencies would be an added
advantage.
- Must be proficient in English and Hindi. Desirable
Experience of working in RGAVP would be an added advantage. Working in MKSP project / Livelihood program
Desirable qualification: Post graduate in Agriculture, Animal Husbandry and Veterinary sciences

Core Competencies

Technical Knowledge and Skills
- Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
- Uses technical knowledge and skills to improve work systems

Client Orientation
- Works to meet needs of clients according to Rajasthan Gramin Ajeevika Vikas Parishad’s policy
- Communicates often with clients and seeks to understand and anticipate their needs
- Adapts own style to suit clients preferences

Achieving Results
- Find ways to reduce time and cost of completing work
- Monitors work and progress and makes improvements
- Works with others to overcome problems and find alternative ways to complete work when necessary

Working Together
- Provides practical support and encouragement for team members
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through

Learning and Knowledge Sharing
- Learns new skills and knowledge and applies them
- Continuously finds new solutions to problems
- Leads the team in sharing knowledge and expertise

Honorarium
- Up to Rs. 30000 per month
- TA DA shall be admissible as per RGAVP rules.

Terms and Conditions
- The consultancy is for a period of 12 Months.
- The consultancy can be terminated at any time with one month notice from either party.
**Summary of the Post:**

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Associate Consultant (MIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Block level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Essential: Graduate with minimum 50% marks with working knowledge of computers and She must be a SHG member and minimum 50 meetings attend by her in SHG promoted by RGAVP.</td>
</tr>
<tr>
<td>Age</td>
<td>The incumbent must not be above 35 years of age as on 01.11.2016</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Cost Estimates (Rs.)</td>
<td>Up to Rs.15000 per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

Associate Consultant (MIS) will work under the guidance and supervision of the Cluster Level Federation (CLF) Office Bearers, Block Coordinator - MKSP. She will be responsible for the following:

- To receive all master and transaction data at block office, in prescribed formats and ensure completeness of data, filled in proper formats and verified by concerned staff.
- Co-ordinate with data porters in collection of regular field reports.
- Ensure correct data entry in MIS of all CBOs and community cadre and time to time update of data if required.
- Verify MIS data with field regularly and report to CLF OBs/Block Coordinator – MKSP.
- Training to CAE and CLE during the project phase for updation of MKSP-MIS.
- Assistance to CLF OBs/Block Coordinator – MKSP in
cluster/block progress review through MIS

- Any other functions, as may be assigned from time to time by the CLF OBs, District Project Manager (DPM)

Position-1 (Block Level) Duty Station- Office of the RGAVP, Block level

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Profile

Associate Consultant (MIS) will work under the guidance and supervision of the Cluster Level Federation (CLF) Office Bearers, Block Coordinator-MKSP. S/he will be responsible for the following:

- To receive all master and transaction data at block office, in prescribed formats and ensure completeness of data, filled in proper formats and verified by concerned staff.

- Co-ordinate with data porters in collection of regular field reports.

- Ensure correct data entry in MIS of all CBOs and community cadre and time to time update of data if required.

- Verify MIS data with field regularly and report to CLF OBs/Block Coordinator – MKSP.

- Training to CAE and CLE during the project phase for updation of MKSP-MIS.
• Assistance to CLF OBs/Block Coordinator – MKSP in cluster/block progress review through MIS

• Any other functions, as may be assigned from time to time by the CLF OBs, District Project Manager (DPM)

Reporting

Associate Consultant (MIS) will report to Consultant MKSP Block Coordination, RGAVP who may further direct consultant to report to concerned person, within organization as appropriate.

Qualification and Experience

Essential

Essential: Graduate with minimum 50% marks with working knowledge of computers and She must be a SHG member and minimum 50 meetings attend by her in SHG promoted by RGAVP

Core Competencies

Technical Knowledge and Skills

• Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
• Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
• Uses technical knowledge and skills to improve work systems

Client Orientation

• Works to meet needs of clients according to Rajasthan Grameen Aajeevika Vikas Parishad’s policy
• Communicates often with clients and seeks to understand and anticipate their needs
• Adapts own style to suit clients preferences

Achieving Results

• Find ways to reduce time and cost of completing work
• Monitors work and progress and makes improvements
• Works with others to overcome problems and find alternative ways to complete work when necessary

Working Together

• Provides practical support and encouragement for team members
• Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
• Sets priorities for the team and ensures they are followed through

**Learning and Knowledge Sharing**
• Learns new skills and knowledge and applies them
• Continuously finds new solutions to problems
• Leads the team in sharing knowledge and expertise

**Honorarium**
• Up to Rs. 15000 per month
• TA DA shall be admissible as per RGAVP rules.

**Terms and Conditions**
• The consultancy is for a period of 12 Months.
• The consultancy can be terminated at any time with one month notice from either party.