

**Rajasthan Grameen Aajeevika Vikas Parishad**  
**Rajasthan Rural Livelihood Project ( RRLP)**  
III Floor, RFC Block, Udyog Bhawan, C-Scheme, Jaipur  
Telephone No. 2227416, 5188112 FAX: 2227723 e-mail:rajeevika@rgavp.org

No.F. 2(11)RD/RGAVP/HRTend.Proc./Proc/2015

Dated:

Project ID : P102329 Credit No. 4859 IN

Expression of Interest for selection of agency to provide Job Basis Services of the Human Resource for implementation of the Project at State, District and Cluster level.

1. The Rajasthan Grameen Aajeevika Vikas Parishad, with funding from The World Bank and NRLM, MoRD, GoI is implementing the Rajasthan Rural Livelihood Project (RRLP), National Rural Livelihoods Mission (NRLM) and National Rural Livelihoods Project (NRLP). The project aims to enhance the economic opportunities and empowerment of the rural poor with a focus on women and marginalized groups in all 33 districts of Rajasthan (51 blocks of 18 districts of Baran, Bhilwara, Bundi, Banswara, Bikaner, Chittorgarh, Churu, Dausa, Dholpur, Dungarpur, Jhalawar, Karoli, Kota, Pratapgarh, Sawai Madhopur, Rajsamand, Tonk and Udaipur supported by the World Bank). The State Project Management Unit invites Expression of Interest from the agencies/ organizations to provide Job Basis Services at SPMU, DPMU and PFT level. The assignment would be initially for one year which may be extended for further two years. For more details, please refer to attached draft Terms of Reference.
2. The Agencies will be selected in accordance with the procedures set out in the World Bank's guidelines: Selection and Employment of Consultants by World Bank Borrowers (published by the Bank May 2004; revised October 2006; and May 2010) and provisions under NRLM, MoRD, GoI. The attention of interested Consultants is drawn to paragraph 1.9 of these Guidelines, setting forth the World Bank's policy on conflict of interest.
3. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

The agencies must provide information providing that they are qualified and competent to perform the services. The criteria of shortlisting are as below:

- a. The agency should have at least three years experience of providing similar services to large scale community based rural livelihoods programs.
- b. The agency should have helped set up program management systems including fiduciary assurance mechanisms to at least 3 large scale projects in the past five years for National/State level government projects, preferably

supported by bilateral or multi-lateral agencies.

- c. The average annual turnover of the Agency must not be below Rs. 2.00 crore for last three years.
- d. A declaration by the head of the institution stating that the agency has not been black listed by any government department/ institution.

Interested firms are requested to fill the enclosed submission format with the EoI and provide relevant documentation to substantiate their information.

The interested Agencies/ Organization may obtain further information from our website [www.rgavp.org](http://www.rgavp.org) or at the address mentioned below between 9.30 AM to 6.00 PM on any working day. Expression of Interest must be delivered to the address mentioned below by 10.11.2015

State Mission Director  
Livelihood Projects and SHGs

Address:-  
State Project Management Unit  
Rajasthan Grameen Ajeevika Vikas Parishad  
3rd Floor, RFC Block, Udyog Bhawan, C-Scheme,  
Tilak Marg, Jaipur-302015  
Phone: .2227011,2227416 ; Fax: 2227723  
Email address : [rajeevika@rgavp.org](mailto:rajeevika@rgavp.org)

Format for

**Submission of Expression of Interest**

For selection of agency to provide

**“Job Basis (Time Based) Services of the Human  
Resource for implementation of the Project at State,  
District and Cluster level”**

**Under RAJEEVIKA**

APPLICATION

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Applicant's Name and Address:

Application Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

State Mission Director,

RGAVP,

Udyog Bhawan,

Tilak Marg, C-Scheme, Jaipur (Raj.)

**Subject: Expression of Interest (Eoi) for “Providing Job Basis (Time Based) Services of the Human Resource for implementation of the Project at State, District and Cluster level” for RRLP, NRLM and NRLP, RGAVP.**

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Dear Sir,

1.0 We, the undersigned Applicant, have read and examined in detail your Request of EOI for the purpose of short-listing of our firm for Appointment of Agency for the said assignment for RRLP, NRLM and NRLP being implemented by RGAVP.

2.0 **Structured Format:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EOI in **Schedule-1**. In case you require any further information in this regard, we agree to furnish the same.

3.0 **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire

4.0 Dated this ..... day of ..... 2015.

Thanking you, we remain

Yours faithfully

Date :

(Signature) .....

Place :

**Structured format for appointment of agency for providing Job Basis (Time Based) Services of the Human Resource for implementation of the Project at State, District and Cluster level for RRLP, NRLM and NRLP, RGAVP.**

Applicant's Name & Address:

To,

State Mission Director,

RGAVP, Jaipur

Dear Sir,

In support of our Expression of Interest, we furnish herewith Structured format, alongwith other information, as follows:

### 1. General Particulars of Agency

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	
Office/ Branch offices if any in Jaipur	
Office/ Branch in Other Districts if any	

### 2. Particulars of Agency

Date of Firm's establishment	
Registration No.	
Registration Authority/Act	

Validity of Registration	
Service Tax Registration No. & Validity	
Empanelment with other Govt./ Govt. under takings	
Type of the Agency Proprietary Firm/Institute/Company/Partnership	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
TAN No.	

### 3. Financial Particulars of the Agency

Financial Year	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Turnover from the area, applied for(Studies)
2011-12				
2012-13				
2013-14				

### 4. Brief Details of the Agency

Particular	Code No./ Policy No.	Validity if any	Turn over Amount during last year (2012-13)
Provident Fund			
ESI Department			
Insurance Policy for staff			

## 5. Particulars of Key Professional Staff with the Agency\*

Name of Staff/ M. No.	Age	Years of experience	Qualification	Number of years associated with the Agency	Brief nature of work done (assignment where the staff has worked with year)

\* Excluding the Office Support Staff viz. – Clerk, Steno, Computer Operator, Class-IV etc.

## 6. Other than Professional staff\*\*

Name of Staff	Age	Years of experience	Qualifications	Number of years associated with the Agency	Assignments where the staff has worked with year

\*\* Clerk, Steno, Computer Operator and Class-IV etc.

## 7. Experience of the agency/organization - Experience in providing HR services #

Firms with a proven *track record of providing HR services are eligible for this assignment and hence the table below should reflect this.*

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency;  (2) Agencies implementing government projects (other than above);  or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

# Please specify the level and number of Human Resource provided and Enclose a detailed note.

**8. Area of operation –**

Whether the organization is entitled to operate the activities in all Rajasthan or the targeted districts	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	
Duration of presence in Area (Years)	

**9. Entitlement for the present assignment**

Whether the organization has provisions to undertake the present assignment in its By-laws or MoA.	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	

10. Has the Agency been blacklisted by any government (Union and/or state) Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past? (Declaration on non-judicial stamp of Rs. 10/- as per enclosed Schedule-II)

11. Firms are requested to enclose documents indicating that they are qualified to perform the services namely Brochures, description of similar assignments, experience in similar conditions and in Externally Aided Projects, track record in providing HR services, no. of officers/staff available and availability of appropriate skills among staff, details of average annual turnover and Balance Sheets of the last three years along with reports of at least two recently (within the last 2 years) completed similar assignments and list of last two years completed and ongoing similar assignments with names of clients .

# Declaration

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Date:.....

**To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the project accordingly.

Authorized  
Signatory  
  
(with seal)

## Annexure-1

### Suggested marking for shortlisting at the EOI stage

S.No.	Criteria	Maximum Marks
1	Age of the Agency	5
2	Average turnover of the agency for the last three financial years	15
3	Number of relevant projects/assignments completed in last 3 years	10
4	Cumulative value of relevant projects/assignments completed in last 3 years	10
5	Relevant Assignment (Value above Rs. 50 Lakh): Supply of manpower/recruitment of manpower in Rural Development Sector	20
6	Experience of working with government departments	10
7	Qualified full time staff relevant to project on rolls with the agency	15
8	Presence in the State according to the location of Registered Office/Project Office	5
9	The agency maintains/provides following to its employees: PF/ESI/Insurance	10
	Total	100

### Suggested marking for shortlisting at the EOI stage – Detailed

S.No.	Criteria	Scoring	Maximum Marks	Documentation required
1	Age of the Agency	0.5 points for every completed year of operation	5	Date of registration of the agency
2	Average turnover of the agency for the last three financial years. Turnover of I year=T1 Turnover of II year=T2 Turnover of III year=T3 $T=(T1+T2+T3)/3$ . Average Turnover “T” will be considered	<ul style="list-style-type: none"><li>• If <math>T \geq</math> Rs. 2.00 crore, then 15 points</li><li>• If <math>Rs. 2.00 \text{ crore} &lt; T \leq</math> Rs. 1.00 crore, then 10 points</li><li>• If <math>Rs. 1.00 \text{ crore} &lt; T \leq</math> Rs. 0.50 crore, then 5 points</li><li>• If <math>Rs. 0.50 \text{ crore} &lt; T</math>, then 0 point</li></ul>	15	Audited Balance Sheet
3	Number of relevant projects/assignments completed in last 3 years	<ul style="list-style-type: none"><li>• 10 points for 16 and above</li><li>• 8 points for 11 to 15 projects completed</li><li>• 6 points for 6 to 10 projects completed</li><li>• 4 points for 3 to 5 projects completed</li><li>• 0 point for less than 3 projects completed</li></ul>	10	Audited Balance Sheet and information provided in application
4	Cumulative value of relevant projects/assignments completed in last 3 years	<ul style="list-style-type: none"><li>• 10 points for relevant projects completed worth Rs. 2.25 crore and above</li><li>• 8 points for relevant projects completed worth Rs. 1.80-2.25 crore and above</li><li>• 6 points for relevant projects completed</li></ul>	10	Information provided in the application form along with the supporting documents

		<p>worth Rs. 1.20-1.80 crore and above</p> <ul style="list-style-type: none"> <li>• 4 points for relevant projects completed worth Rs. 1.00-1.20 crore and above</li> <li>• 0 points for relevant</li> </ul>		
5	Relevant Assignment of <b>(Value above Rs. 50 lakh)</b> : Supply of manpower/recruitment of manpower in Rural Development Sector	<ul style="list-style-type: none"> <li>• Four point for every relevant assignment</li> </ul>	20	Information provided in the application form along with supporting documents
6	Experience of working with government (Union/State) departments in last 3 years (in relevant manpower placement assignment in rural development projects of similar nature)	<ul style="list-style-type: none"> <li>• 10 points for 5 or more government projects completed</li> <li>• 7 points for 2 to 4 government projects completed</li> <li>• 5 points for 1 government project completed</li> <li>• 0 point for no experience of working with government</li> </ul>	10	Information provided in the application form along with supporting documents
7	Qualified full time staff relevant to project on rolls with the agency	<ul style="list-style-type: none"> <li>• 1 point each for one year for full time specialist staff like: <ul style="list-style-type: none"> <li>a. HR and Admin (Max. 3 points)</li> <li>b. Finance (Max 3 points)</li> <li>c. Atleast 3 Subject Matter Specialist in Rural Development field (Max 9 points for 3 Specialists)</li> </ul> </li> </ul>	15	List of full time staff with qualification and number of years to be provided by the agency
8	Presence in the State according to the location of Registered Office/Project Office	<ul style="list-style-type: none"> <li>• 3 points if the Registered Office of the applicant agency is located in Rajasthan</li> <li>• 2 points if at least one branch/project office of the applicant agency is located in Rajasthan</li> </ul>	5	Details of HO and other offices as provided in the application
9	Pay Roll Management: The agency maintains/provides following to its employees: PF/ESI/Insurance	<ul style="list-style-type: none"> <li>• 4 points for Provident Fund to its own employees</li> <li>• 3 points for providing ESI services to its own employees</li> <li>• 3 points for Insurance cover for staff</li> </ul>	10	Information provided in the application form along with supporting documents
	<b>TOTAL</b>		<b>100</b>	

## Draft Terms of Reference

### Job basis/ Thematic Support Services to RGAVP

#### 1. Background:

Recognizing the need for continued action for promoting livelihoods in the State, Government of Rajasthan through the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP), is implementing a follow on project to the District Poverty Initiative Project (DPIP) implemented during 2000-2007. The proposed project, referred to as the Rajasthan Rural Livelihoods Project (RRLP), National Rural Livelihoods Mission (NRLM) and National Rural Livelihoods Project (NRLP) is being implemented in all districts of Rajasthan.

The objective of the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) is to enhance the economic opportunities, access to basic amenities, and participation in community decision making for the poor, with a focus on women and marginalized groups in Rajasthan. The objective will be achieved through support under five broad components: (i) Institution Building and Social Empowerment; (ii) Community Investment Support; (iii) Skills Development and Employment Promotion; (iv) Climate Change Adaptation; and (v) Project Implementation Support.

For this RGAVP will hire services on job basis thematic support services for ideas incubation, policy framing and formulation implementation strategies for core programme implementation at State level on key thematic areas such as social inclusion and community mobilization; institution building; financial inclusion; agriculture, livestock and non-farm livelihoods; jobs placement and market linked skill development; self-employment and micro – enterprise development; climate change and adaption and environment; Tourism; MIS, Accounting and Monitoring & Learning etc. Description of job services for supporting implementation of RRLP/NRLM/NRLP or other programme of RGAVP is given in Annexure-2.

#### 2. Objective of the Assignment:

To provide Human Resource on Job Basis to RGAVP for carrying out implementation of various programmes and technical assistance for implementation of the RRLP, NRLM and NRLP in the State through its State, District and PFT level units.

#### 3. Scope of the Assignment:

- I The Agency will be responsible for providing Human Resource on Job Basis which would support project activities in all aspects such that it can support various districts across Rajasthan in rolling out RRLP/NRLM/NRLP and any other programme of RGAVP. For carrying out this, the Agency will be responsible for providing these Human Resource by deploying suitable qualified manpower.
- II The manpower deployed by the Agency will be dedicated full time for these services and shall be retained with that exclusive requirement. To ensure quality, the agency shall develop and follow an exclusive HR policy, describing standards and guidelines for managing the manpower deployed for the purpose, based on comparable similar structures established for delivering technical assistance projects of this nature in rural livelihoods sector. The selected agency will provide services through deployment of suitable manpower, having results orientation, potential to lead a thematic unit and ability to extend quality support to states. The manpower deployed should be in accordance with the service requirements of RGAVP and to be assured of quality of

service, the deployment of manpower would be with the concurrence of the RGAVP.

- III The agency will ensure that selection of manpower to be deployed will maintain the highest degree of transparency. The agency will ensure selection of only those candidates who fulfill the criteria for shortlisting prescribed for the task to be performed. The search and selection process should continue till suitable manpower is found and recruited by them. Under no circumstance will be selection and recruitment requirements be diluted, since that will affect adversely the quality of the services to be rendered.
- IV To ensure quality, the selected agency will put in place a full time high caliber team for providing services on job basis in the areas. The desired profile of job basis services for this purpose is at Annexure-2. To provide services, the deployed manpower would be required to travel extensively within and outside the State.
- V In addition to above, for delivering the job basis services envisaged in the program, it is estimated that approximately 435 experts / consultants (8 at State level, 102 at District level and 325 at Cluster (PFT) level of varying levels of experience will be required. Periodic assessment of incremental requirements in services to be rendered will be communicated by the RGAVP based on the emerging work program and the agency will deploy additional manpower to match additional service requirements.
- VI All governance, monitoring and reporting aspect of this assignment will be under the control and superintendence of the RGAVP.
- VII The agency will provide minimum three CVs to RGAVP in each of the area of job basis services in accordance to the academic qualification and experiences. Each of the candidates will be required to make presentation.
- VIII The agency will provide the CVs of following key members of its Core Team responsible for delivering the objective of selection of HR and providing the same to RGAVP: (CVs of these key members shall be evaluated for technical proposal)

S.No.	Key member	Desired Profile
1	Task Manager (1)	Post graduate degree in HR, Finance, Business Administration or a related discipline with atleast 10 years experience in HR management, Office administration, logistic management, alongwith demonstrated experience in handling similar assignments in large scale projects (World Bank/Donor funded – understanding of GFR, WB procurement processes will be an advantage.
2	HR Management Coordinator (1)	Post graduate degree in HR or a related discipline with atleast 7-8 years experience in HR selection, payrolls management, managing legal compliances related to HR administration, grievance redressal, office management and logistic coordination.
3	Accounts Executive (1)	Recognized degree in accounting, finance or a related discipline, minimum 10 years of experience in Government accounting processes. Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure etc., i.e. ability to establish recognized

		procedures to account for fund use.
4	IT Executive (1)	Bachelor Information Technology or related field with minimum 3 years of experience in IT Network administration & troubleshooting and maintenance of IT infrastructure.

#### 4. Cost Estimate & Payments:

1. Following table shows the approximate remuneration requirement of staff to be deployed at various levels:

Requirement	Level	Positions	Remuneration	Annual estimate
Sr. Specialist	State	2	Upto Rs. 80000 pm	Rs. 19,20,000
Specialist	State	6	Upto Rs. 60000 pm	Rs. 43,20,000
Jr. Specialist	District	102	Upto Rs. 40000 pm	Rs. 4,89,60,000
PFT	Cluster	325	Upto Rs. 22500 pm	Rs. 8,77,50,000

Note:

1. A provision for remuneration and travel cost (estimated to be about 10% of the provision for remuneration) will be made out of the operational expenses of the Project.
2. In exceptional cases only, the committee constituted under RGAVP for the purpose, may recommend higher remuneration based on extra ordinary qualification and experience.
3. The agency will be required to submit financial proposals for its operative expenses in a form of percentage of cost of services provided.

#### 5. Contents of Proposal:

As part of the proposal, Agency will be required to submit Full Technical Proposal that meet the evaluation criteria to be detailed in the RFP and Price proposals for operative expenses of the services, which is estimated to require deployment of around 435 persons, as mentioned earlier. Subsequent additions to the manpower deployed based on additional services, will be made at pro-rata basis. This covers all broad areas and levels of expertise required for RGAVP.

#### 6. Review and Monitoring of the Assignment:

The performance of the agency will be judged on the basis of work done against the agreed work plan. The agency will prepare quarterly activity plans and share it with RGAVP. A joint monthly review mechanism will be put in place and represented by core members of RGAVP and the agency. The review of the progress and plan for future action will be decided therein. In case, RGAVP has any objections related to assignment deliverables, it will inform the agency in writing. The agency will comply with the recommendations made by RGAVP and accordingly complete the assignment at no additional cost.

#### 7. Duration of the assignment:

This selection process will result in a contract initially for one year which may be extended for further two years, though the total duration of the job basis services assignment is envisaged for five years. Depending on the annual performance review of the selected agency

and available budget, the contract can be extended further on a 12 monthly basis, with mutual agreement.

8. Facilities/support to be provided by the Project

- Make available all programme documents including programme appraisal reports, programme implementation plan, operations manual, support manual etc.
- Constitute a Steering Committee who will monitor the project progress on a periodic basis.
- Facilitate the availability of key staff/project team for discussions whenever needed.
- Provide seating space, internet connectivity, printing facility etc for the deployed staff.

**ToR for Specialist (Social Inclusion & Gender)****Summary of the Post:**

<b>Name of the Post-</b>	Specialist (Social Inclusion & Gender)
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in RD/ Psychology/ MSW/MBA and 8 years of post qualification experience in the relevant field
<b>Cost Estimates (Rs.)</b>	Upto Rs. 60000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	The functions of the Coordinator, includes making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues.

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

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2016. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Specialist (SI & Gender), includes making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues.

**Job Profile**

- Responsible for the aspects related to Social Inclusion & Gender of the project as a whole.
- Analyse the key issues related to socially downtrodden people, women, and vulnerable community for their backwardness and put forth them with the project persons concerned for making the corrective actions.
- Develop and inclusion of gender equity and equality strategy and activities in the project mainstream.
- Monitor the reach of project on gender aspects of the project including vulnerable community and sensitize project staff regarding gender and other relevant issues.
- Coordinate with other staff of the project and other institutions for ensuring gender and vulnerable community equality and equity within the project framework.
- Monitor, evaluate the project activists with respect to the gender and vulnerable community sensitivity and suggest corrective actions.
- Represent RGAVP when asked to do so by the SMD.
- Any other activities as assigned by the State Mission Director as required.

### **Reporting**

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

### **Qualification and Experience**

- PG with minimum 50% in RD/ Psychology/ MSW/MBA and 8 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

### **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

### **Honararium**

- Upto Rs. 60000 per month
- This position will require travel of at least one week in a month.

### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Specialist (Financial Inclusion)**

### **Summary of the Post:**

<b>Name of the Post-</b>	Specialist (Financial Inclusion)
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in RD/Economics//MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Microfinance etc.
<b>Cost Estimates (Rs.)</b>	Upto Rs. 60000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	The function of the Microfinance Coordinator shall include survey of Microfinance opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

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

#### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2016. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Specialist (Financial Inclusion) shall include survey of Microfinance opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

#### **Job Profile**

- Responsible for the aspects related to Microfinance of the project as a whole.
- Identify and analyse the key issues/strategies/activities related to microfinance and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the microfinance aspects and its effective implementation.
- Supervise and monitor the reach of project on microfinance aspects of the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of microfinance by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
- Represent RGAVP when asked to do so by the SMD.
- Any other activities as assigned by the State Mission Director as required.

#### **Reporting**

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

## **Qualification and Experience**

- PG with minimum 50% in RD/Economics/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Microfinance etc.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

## **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

## **Honararium**

- Upto Rs. 60000/- per month.
- This position will require travel of at least one week in a month.

## **Terms and Conditions**

- The contract /deputation is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Sr. Specialist (Income Generation)**

### **Summary of the Post:**

<b>Name of the Post-</b>	Sr. Spl. (Income Generation)
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in RD/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Livelihood Investment; Income generation etc.
<b>Cost Estimates (Rs.)</b>	Upto Rs. 80000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	The function of the Livelihood Coordinator shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

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

#### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2016. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The function of the Sr. Spl. (IG) shall include survey of livelihood opportunities within and outside of project area, develop skills and capacity to capitalise those market opportunities, supervise process monitoring, identification of innovative activities, and develop strategy for partnership development in this regard.

#### **Job Profile**

- Responsible for the aspects related to Livelihood of the project as a whole.
- Identify and analyse the key issues/strategies/activities related to livelihood and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the livelihood aspects and its effective implementation.
- Supervise and monitor the reach of project on Livelihood aspects of the project.
  
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of livelihood by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
- Represent RGAVP when asked to do so by the SMD.
- Any other activities as assigned by the State Mission Director as required.

#### **Reporting**

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

## **Qualification and Experience**

- PG with minimum 50% in RD/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Livelihood Investment; Income generation etc.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

## **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

## **Honararium**

- Upto Rs. 80000/- per month.
- This position will require travel of at least one week in a month.

## **Terms and Conditions**

- The contract/deputation is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Specialist (Environment)**

### **Summary of the Post:**

<b>Name of the Post-</b>	Specialist (Env.)
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	PG with Minimum 50% marks in Environmental Science/ Natural Resource Management/Social Extension with Min 8 years of experience in the relevant field
<b>Cost Estimates (Rs.)</b>	Upto Rs. 60000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	Environment Coordinator will ensure effective implementation of the Environment Management Framework, training of project staff and sensitize all stockholders regarding environmental issues, should liaise with experts, scientists, and resource persons to make available required inputs to the districts and state.

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

### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2016. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

Spl. (Env.) will ensure effective implementation of the Environment Management Framework, training of project staff and sensitize all stockholders regarding environmental issues, should liaise with experts, scientists, and resource persons to make available required inputs to the districts and state.

### **Job Profile**

- Responsible for the aspects related to environment of the project as a whole.
- Identify and analyse the key issues/strategies/activities pertaining to environment framework of the project.
- Develop the roadmap of ensuring the environmental aspects in the project and its effective implementation.
- Supervise and monitor the reach of project on environmental aspects of the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of environment protection within the project framework.
- Train the project staff and sensitize all stockholders regarding environmental issues, liaise with experts, scientists, and resource persons to make available required inputs for the project.
- Provide technical and managerial input to component of RGAVP on climate change and adaptation.
- Represent RGAVP when asked to do so by the SMD.
- Any other activities as assigned by the State Mission Director as required.

### **Reporting**

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

## **Qualification and Experience**

- PG with Minimum 50% marks in Environmental Science/ Natural Resource Management/Social Extension with Min 8 years of experience in the relevant field.
- Knowledge and experience on climate change will be an asset.
- Experience in RD programme is desirable.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

## **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

## **Honararium**

- Upto Rs. 60000 per month
- This position will require travel of at least one week in a month.

## **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Specialist IG (Livestock)**

### **Summary of the Post:**

<b>Name of the Post-</b>	Specialist IG (Livestock)
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field
<b>Cost Estimates (Rs.)</b>	Upto Rs. 60000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description-</b>	
The functions of the Spl. IG (Livestock), shall include identifying livestock related avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of division level teams and DPMU on livestock related aspects and their suitability. Analyse the shortcomings of existing practices in this regard and take necessary action to mitigate those shortfalls.	

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

### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhapur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The functions of the Spl. IG (Livestock), shall include identifying livestock related avenues in the community, develop, promote and support such avenues and facilitate in establishing their linkages to bank and markets. Provide training and capacity building of division level teams and DPMU on livestock related aspects and their suitability. Analyse the shortcomings of existing practices in this regard and take necessary action to mitigate those shortfalls.

### **Job Profile**

- Responsible for the aspects related to Livestock avenues and activities as a whole.
- Identify and analyse the key issues/strategies/activities related to Livestock, its existing scenario, current shortfalls and opportunities available at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the Livestock aspects and its effective implementation.
- Supervise and monitor the reach of project on Livestock aspects of the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of Livestock by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
- Represent RGAVP when asked to do so by the SMD.
- Any other activities as assigned by the State Mission Director as required.

### **Reporting**

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

### **Qualification and Experience**

- Graduation in veterinary/ PG in Diary Technology/Agro Extension with minimum 50% marks and 5 years of post qualification experience in the relevant field
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Government servant having similar experience and qualifications may also apply.

### **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

### **Honararium**

- Upto Rs. 60000/- per month.
- This position will require travel of at least one week in a month.

### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from

either party.

### **ToR for Specialist IG (Vocational & Skill Building)**

<b>Name of the Service (Job basis)-</b>	<b>Specialist IG (Vocational &amp; Skill Building)</b>
<b>Level</b>	<b>State level</b>
<b>Qualification and Experience</b>	<b>ME or related degree, PG in RD/Sociology/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Vocational Skill Building and Placement</b>
<b>Cost Estimates</b>	<b>Upto Rs. 60000/- per month</b>
<b>Duration</b>	<b>12 Months initially however position is for the entire project period</b>
<b>Job Description</b>	<b>Identification of potential short term vocational traits designing, examining, certification of vocational courses. Compliance to various regulations/ guidelines of AICTE, NCVT, MES, etc. identification, selection, coordination and monitoring with agencies imparting vocational skills. Other related responsibilities.</b>

**Position-1 (State Level) Duty Station- State Project Management Unit, Udyog Bhawan, Jaipur**

#### **Role Summary-**

The RGAVP is implementing Rajasthan Rural Livelihood Project -RRLP that aims to empower the rural power 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 RRLP project would be implemented over a period of five years. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

#### **Job Profile**

- Identify and analyze the key issues/strategies/activities related to Livelihood and opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the Livestock aspects and its effective implementation.
- Supervise and monitor the reach of project on Livelihood aspects of the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of Livelihood by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework.
- Coordinate with Banks and other institutions and establish linkages with market, banks and other relevant institutions.
- Represent RGAVP when asked to do so by the SMD.
- Any other activities as assigned by the RGAVP.

### **Reporting**

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

### **Qualification and Experience**

- Master in Engineering or equivalent qualification.
- Certified trainer/ examiner/monitor/ from a credited institution in area of vocational skill building.
- PG with minimum 50% in RD/Sociology/MBA/MSW and 8 years of post qualification experience in the relevant field i.e. Vocational Skill Building and Placement
- Must be computer proficient.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

### **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.

### **Honararium**

- Upto Rs. 60000/- per month.
- This position will require travel of at least one week in a month.

### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- 
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Jr. Specialist (PR & IEC)**

### **Summary of the Post:**

<b>Name of the Post-</b>	Coordinator- Public Relations & IEC Jr. Specialist (PR & IEC)
<b>Level of posting</b>	State level
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in Mass Communication / Journalism / Public Relations / MBA / MSW / Social Sciences and 5 years of post qualification experience in the relevant field
<b>Cost Estimates (Rs.)</b>	Upto Rs. 60000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	IEC and public relations activities play a key role in the in the project. The Coordinator helps SPMU, DPMU and PFTs in establishing communication with the community to provide them information about the objectives of the project. The Coordinator, by using positive and exemplary aspects of the project, will prepare articles, features, news, success stories etc. and make these materials periodically available to print and electronic media and in charge of online complaint handling cell.

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

### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The Coordinator helps SPMU, DPMU and PFTs in establishing communication with the community to provide them information about the objectives of the project. The Coordinator, by using positive and exemplary aspects of the project, will prepare articles, features, news, success stories etc. and make these materials periodically available to print and electronic media and in charge of online complaint handling cell.

### **Job Profile**

- Responsible for the aspects related to Public Relations & IEC of the project as a whole under the guidance of GM/DGM (HR & Admin).
- Assist the GM/DGM (HR & Admin) in all his assignments pertaining to the Public Relations & IEC i.e. strengthening communication within and outside the project, prepare articles, features, news, success stories etc. on a regular basis, developing better public relation to promote the project's objectives and efforts to mitigate the poverty.
- Assist the GM/DGM (HR & Admin) in publishing, tele/broadcasting the IEC materials periodically
- Assist the GM/DGM (HR & Admin) in handling online complaint under the project.
- Any other activities as assigned by the State Mission Director as required.

### **Reporting**

- As part of State Project Management Unit, the incumbent will report to the GM/DGM (HR &

Admin.), RGAVP.

### **Qualification and Experience**

- PG with minimum 50% in Mass Communication/Journalism/Public Relations/MBA/MSW/ Social Sciences and 5 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

### **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**

Upto Rs. 60000/- per month.

- This position will require field travel as and when required.

### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

### **ToR for Sr. Specialist (Institutional Building IB)**

<b>Name of the Service (Job basis)-</b>	<b>Sr. Spl. (IB)</b>
<b>Level</b>	<b>State level</b>
<b>Qualification and Experience</b>	<b>PG with Minimum 50% in RD/Psychology/ MSW/MBA and 7 years of post qualification experience in the relevant field</b>
<b>Cost Estimates</b>	<b>Upto Rs. 80000/- per month</b>
<b>Duration</b>	<b>12 Months initially however position is for the entire project period</b>
<b>Job Description</b>	<b>This service include making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues</b>

**Position-1 (State Level) Duty Station- State Project Management Unit, Udyog Bhawan, Jaipur**

#### **Role Summary-**

The RGAVP is implementing Rajasthan Rural Livelihood Project -RRLP that aims to empower the rural power 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 RRLP project would be implemented over a period of five years. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

#### **Job Profile**

- Responsible for the aspects related to Sr. Spl. (IB) of the project as a whole.
- Analyze the key issue related to socially downtrodden people, women, and vulnerable community for their backwardness and put forth them with the project persons concerned for making the corrective actions.
- Develop and inclusion of gender equity and equality strategy and activities in the project mainstream.
- Monitor the reach of project on gender aspects of the project including vulnerable community and sensitize project staff regarding gender and other relevant issues.
- Coordinate with other staff of the project and other institutions for ensuring gender and vulnerable community equality and equity within the project framework.
- Monitor, evaluate the project activists with respect to the gender and vulnerable community sensitivity and suggest corrective actions.
- Represent RGAVP when asked to do so by the SMD, RGAVP.

- Any other activities as assigned by the State Mission Director as required.

### **Reporting**

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

### **Qualification and Experience**

- PG with minimum 50% in RD/Sociology/MBA/MSW and 7 years of post qualification experience in the relevant field.
- Must be computer proficient.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

### **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**

Upto Rs. 80000/- per month.

- This position will require field travel as and when required.

#### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Jr. Specialist**

### **Summary of the Post:**

<b>Name of the Post-</b>	Jr. Specialist
<b>Level of posting</b>	District level
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in RD/MBA/MSW/Statistics/Demography /PG Dip. in Management/ and 5 years of post qualification experience in the relevant field.
<b>Source of Appointment</b>	Job Basis
<b>Grade</b>	B
<b>Cost Estimates (Rs.)</b>	Upto Rs. 40000 per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description:</b>	
The functions of the Jr. Specialist shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district & PFT wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals, appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs and PFTs on such social development aspects.	

- **Position-1 each at District/Block (District/Block Level)**  
**Duty Station- Office of the DPMU/Block office, RGAVP, at District/Block.**

### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RGAVP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The responsibilities of the Jr. Specialist include: monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various PFTs and community institutions. Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups' Livelihoods Plan; arrange training programmes for MIS and other coordinators of district/PFT units and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation; Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring.

### **Job Profile**

- Responsible for the aspects related to monitoring and evaluation of the project at district and below level.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of DPMU and PFTs and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups Livelihoods Plan at district and below level.;
- Arrange training programmes for monitoring coordinators of DPMU and prepare computerized

database at district and below level;

- Coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation at district and below level;
- Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring at district and below level.
- Any other activities as assigned by the State Mission Director or DPM as required.

### **Reporting**

- As part of District Project Management Unit, the incumbent will report to District Project Manager, RGAVP.

### **Qualification and Experience**

- PG with minimum 50% in RD/MBA/MSW/Statistics/Demography / PG Dip. in Management and 5 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

### **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**

- Upto Rs. 40000/- per month
- This position will require travel of at least ten days in a month.

### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for Project Facilitation Team (PFT)**

### **Summary of the Post:**

<b>Name of the Post-</b>	Project Facilitation Team (PFT)
<b>Level of posting</b>	Project Facilitation Team level (Block/below block level)
<b>Qualifications &amp; Experience</b>	PG with minimum 50% in RD/MBA /MSW/Social Sciences and 3 years of post qualification experience in the relevant field Specialised in any of the following discipline- Livelihood & Microfinance/ Social & Capacity Building /MIS& Accounts
<b>Cost Estimates Rs.</b>	Upto Rs. 22500/- per month
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description-</b> The PFT is the key implementer of the project. S/he will provide guidance and leadership to the PFT and will coordinate with village community for effective execution of the project. The PFT Coordinator will create a favourable environment in the cluster villages, initiate and introduce the project to community. Prepare list of families through BPL and left out poor and conducting base line survey. Support community people in the formation of SHGs Ensure need-based training of SHGs and Utthan Sansthan and Monitoring community institutions. The PFT Coordinator will be from the background of any one of the project's subject specialist and thereby will also be responsible for that particular subject area i.e. livestock, M&E, Agriculture etc.	
<b>Position-1</b> at each Cluster level; <b>Duty Station-</b> at block level	
<b>Role Summary-</b>	

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 18 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Pratapgarh, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The PFT is the key implementer of the project. S/he will provide guidance and leadership to the PFT and will coordinate with village community for effective execution of the project. The PFT will create a favourable environment in the cluster villages, initiate and introduce the project to community. Prepare list of families through BPL & left out poor and conducting base line survey. Support community people in the formation of SHGs Ensure need-based training of SHGs and Utthan Sansthan and Monitoring community institutions. The PFT will be from the background of any one of the project's subject specialist and thereby will also be responsible for that particular subject area i.e. livestock, M&E, Agriculture etc.

### **Job Profile**

- Provide leadership to the PFT level teams and ensuring good 'Team Work' by showing self examples for better implementation of RRLP.
- Overall responsible for the implementation of programmatic aspects i.e. implementation, supervision, monitoring, evaluation, coordination, capacity building, training, documentation, timely and accurate reporting, day to day progress etc. of the RRLP at the PFT level.

- Coordinate, Liaison, Networking with Block and below level government and non government authorities, visit of World Bank team, other teams related to RRLP.
- Carry out the subject specialist's job of any of the following discipline - livestock, M&E, Agriculture etc.
- Represent RRLP at the Block level.
- Any other activities as assigned by the District Project Manager, as required.

### **Reporting**

- The incumbent will report to District Project Manager, RRLP.

### **Qualification and Experience**

- PG with minimum 50% in RD/MBA /MSW/Social Sciences
- Specialised in any of the following discipline- Livelihood & Microfinance/ Social & Capacity Building /MIS& Accounts
- Government employee having similar qualifications and experiences may also apply
- Must be computer literate – able to use MS office applications and internet.
- Must be proficient in Hindi, local language and working knowledge of English.

### **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**

- Upto Rs. 22500/- per month.
- This position will require travel of at least fifteen days in a month.

### **Terms and Conditions**

- The deputation/contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
- For contractual employees, the engagement is purely contractual and can be terminated at any time with one month notice from either party.

## **ToR for PFT (MIS)**

### **Summary of the Post:**

<b>Name of the Post-</b>	PFT (MIS)
<b>Level of posting</b>	Project Facilitation Team level (Block/below block level)
<b>Qualifications &amp; Experience</b>	Graduate in commerce with accounting as main subject with 50% marks and BSc (IT)/Advance course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field i.e. MIS and Accountancy.
<b>Cost Estimates (Rs.)</b>	Upto Rs. 22500
<b>Duration</b>	12 Months initially however position is for the entire project period
<b>Job Description</b>	The PFT (MIS) will be responsible for managing program related and account related data i.e. data collection, data management, data analysis and the dissemination of the same and will report to the DPMU via PFT. Also inform below level institutions on the required progress of the project.

**Position-1** at each Block level; **Duty Station-** at block level

### **Role Summary-**

The GoR is implementing Rajasthan Rural Livelihood Project -RRLP (DPIP Phase 2) that aims to empower the rural power 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 RRLP project would be implemented over a period of five years i.e. from 2010-2015. The project is being implemented in 17 districts (Bikaner, Banswara, Baran, Bhilwara, Bundi, Churu, Chittorgarh, Dungarpur, Dausa, Dholpur, Jhalawar, Karauli, Kota, Rajsamand, Sawaimadhopur, Tonk and Udaipur) covering about 4 lakhs BPL population of 110 blocks of these districts of Rajasthan.

The PFT (MIS) will be responsible for managing program related and account related data i.e. data collection, data management, data analysis and the dissemination of the same and will report to the DPMU via PFT. Also inform below level institutions on the required progress of the project.

### **Job Profile**

- Responsible for the aspects related to MIS at the PFT and below levels.
- Data, management, data analysis, data /information dissemination to DPMUs, PFTs on the issues related to progress, quality of data, Monthly Physical and Financial Progress Reports, project related other information/data, timeliness, accuracy etc. Identify and analyse the key issues related to MIS, current shortfalls and put forth them with the project persons concerned for the necessary actions at the PFT and below levels.
- Develop the roadmap of the establishing and strengthening MIS and Account systems and its effective implementation at the PFT and below levels.
- Supervise and monitor the regularity and efficacy of project on MIS & Accounts aspects of the project at the PFT and below levels.
- Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS & Accounts by identify the needs i.e. capacity building etc. within the project framework at the PFT and below levels.
- Any other activities as assigned by the PFT Coordinator, as required.

### **Reporting**

- The incumbent will report to the DPM, RRLP.

### **Qualification and Experience**

- Graduate in commerce with accounting as main subject with 50% marks and BSc.(IT)/Advance course in computer application from Govt. recognised institute and minimum 3 years of experience in the relevant field i.e. MIS.
- Experience of working with government would be an added advantage.
- Government servant having similar experience and qualifications may also apply
- Must be proficient in Hindi, local language and working knowledge of English.

### **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**

- Uotp Rs. 22500/- per month.
- This position will require travel as and when required.

### **Terms and Conditions**

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- For contractual employee, the engagement is purely contractual and can be terminated at any time with one month notice from either party.