

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

(3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur Tel : 0141-2227416, 2227011)

F. 30(15)/RD/RGAVP/HR/Consultant-Monitoring/2019/1663

Jaipur, Date: 03/06/19


Invitation of Expression of Interest (EOI)

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) intends to hire the services of:

- i. Consultant - Monitoring (01)
- ii. Associate Consultant - Monitoring (01)

Eligibility criteria and other details for these consultants are given on our official website www.rajeevika.rajasthan.gov.in and SPPP portal <http://sppp.rajasthan.gov.in>. Expression of Interest cum letter, latest CV with required qualifications and relevant experience to perform these activities should be submitted by the interested candidates in a sealed envelope clearly superscripted as "EOI for hiring Consultant - Monitoring/ Associate Consultant - Monitoring" at office address mentioned above during office hours latest by 17 June 2019, 5.00 pm.

UBN - RGA1920SLOB00011


03/06/2019

(Surendra Singh Rathore)
Project Director (LPs & SHGs)
RGAVP cum JS, RDD

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

(3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur Tel : 0141-2227416, 2227011)

F. 30(15)/RD/RGAVP/HR/Consultant-Monitoring/2019/1663

Jaipur, Date: 03/06/19

Invitation of Expression of Interest (EOI) for hiring Consultant- Monitoring and Associate Consultant- Monitoring

1. Context

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) is a registered society of Govt. of Rajasthan for implementation of Self Help Groups (SHG) based livelihoods programme in rural areas of Rajasthan. At present, RGAVP is implementing National Rural Livelihood Mission (NRLM).

The objectives of RGAVP are to support the development of livelihood opportunities for rural poor, especially women and marginalized group through promotion of Community Institutions -Self Help Groups, Village Organizations, Federations, and Producer Groups etc; in access to finance through community investment fund, SHG-Bank linkages, Insurance etc and facilitating Livelihoods support services. Build the Non Farm, portfolio of RGAVP to ensure the livelihood of SHG women in non Farm sector by building a brand and develop product lines which are high end and marketable.

Eligibility criteria for the Consultant-Monitoring

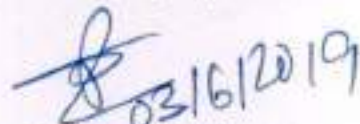
1. Minimum Graduate / Post Graduate;
2. Retired officer may also apply.
3. Minimum 7 years of hands on experience of administrative matters and must have the knowledge and experience in monitoring of Government Schemes/ Departments.
4. Experience regarding secretariat practice.

Eligibility criteria for the Associate Consultant-Monitoring

1. Minimum Graduate / Post Graduate.
2. Retired officer may also apply.
3. Minimum 5 years of hands on experience of administrative matters and must have the knowledge and experience in monitoring of Government Schemes/ Departments.
4. Experience regarding secretariat practice.

The consultant would be empanelled based on an interview/other methods conducted by RGAVP as per its procurement guidelines.

- Further information can be obtained at the above given address during office hours.
- Terms of Reference (ToR) are given at the official website www.rajeevika.rajasthan.gov.in and SPPP portal <http://sppp.rajasthan.gov.in>. Expression of Interest (i.e. latest CV with required qualifications and relevant experience to perform the services) should be submitted by the interested candidates in a sealed envelope clearly superscripted as **"EOI for hiring Consultant-Monitoring/Associate Consultant-Monitoring"** latest by 17 June 2019, 5.00 pm.
- The submission can also be made during office hours on all working days to the undersigned.



(Surendra Singh Rathore)
Project Director (LPs & SHGs)
RGAVP cum JS, RDD

Address:

Project Director (LPs & SHGs)
Rajasthan Grameen Aajeevika Vikas Parishad
3rd Floor, RFC Block, Udyog Bhawan
Tilak Marg, C scheme, Jaipur
Phone: (0141) 2227011, 2388616,

**TERM OF REFERENCE
FOR HIRING OF
CONSULTANT - MONITORING**

Background

Department of Rural Development & Panchayati Raj is engaged in welfare of public in general residing in rural areas of the State, as reveals from its own name. A number of programmes meant for the welfare of people of Rajasthan sponsored by State Government as well as the Central Government are run by the department through Zila Parishads and Panchayati Samitis.

Complaints redressal system is being introduced at the level of Hon'ble Deputy Chief Minister for the management of the grievances received from public about implementation of the programmes. In order to strengthen the activities of complaint redressal, Consultant (Monitoring) is to be recruited in the office of Hon'ble Deputy Chief Minister. The Consultant will assist the SA/ Dy. CM for better implementation of Programmes as per the objective.

Education and Experience:

1. Minimum Graduate/ Post Graduate
2. Retired officer may also apply.
3. Minimum 7 years of hands on experience of administrative matters and must have the knowledge and experience in monitoring of Government Schemes/ Departments.
4. Experience regarding secretariat practice.

Tasks to be performed by Consultant

- Monitor the implementation of Programmes/Schemes in the state, in the close supervision of SA / Dy. CM.
- Ensure compliance of all order, circulars and guidelines in the field issued by the Government from time to time.
- Managing complaints/grievances received from public and ensure their timely solution.
- Liaison with district authorities for the better implementation of the schemes and coordinate for resolving the problems.



- Matters regarding recruitment of personnel on different posts in the department.
- Matters related to inspection under CCA rules.
- Matters related to selected pay scales.
- Pension related matters.
- Fraud and ACB related matters.
- Other services/establishment related matters

Reporting:

The Consultant (Monitoring) will report to SA/ Dy. CM.

Terms & Conditions:

1. The tenure of the Consultant initially will be for one year from the date of joining which is extendable as per the requirement.
2. The Consultant will be paid the consultancy fee of Rs. 70,000/- per month on submission of work done report duly verified by his reporting officer.
3. No bonus shall be paid to the Consultant.
4. In case, journeys are undertaken in the interest of the Government, he shall be eligible for TA & DA as per the rules. The Consultant shall be provided reimbursement of travel expenses on production of tickets. Local transport will also be given to him from office/residence to Bus/Railway Station and vice-versa.
5. The Consultant shall not be provided any loans or advances.
6. The Consultant will be eligible for availing 20 days casual leave in a calendar year.
7. The Consultant will not leave headquarters or avail any type of leave without prior permission.
8. During the tenure of contract, Consultant shall keep all official information obtained or collected, strictly confidential.
9. The Consultant can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice. If the Consultant gives-up the assignment in between i.e. before the expiry of due date, he shall be required to give a prior notice of one month.
10. No terminal leave shall be admissible on termination of the contract.
11. General conditions, ethics and Observance;



- a) The Consultant shall observe general satisfactory conduct and ethics at the level expected under orders/rules and instructions issued by the Government.
 - b) The Consultant will not accept any full time/part time employment or engage in any other work, business or occupation without prior approval.
12. The term of this consultancy shall be governed by the circular of Finance Department, GoR Circular dated 9th January, 2007, along with its enclosed contract document, will be applicable in the case of Consultant.
13. Consultant shall not be entitled for any regularization or any special preference in regular recruitment or any other administrative or quasi judicial relief as a consequence of this assignment.



TERM OF REFERENCE
FOR HIRING OF
ASSOCIATE CONSULTANT - MONITORING

Background

Department of Rural Development & Panchayati Raj is engaged in welfare of public in general residing in rural areas of the State, as reveals from its own name. A number of programmes meant for the welfare of people of Rajasthan sponsored by State Government as well as the Central Government are run by the department through Zila Parishads and Panchayati Samitis.

Complaints redressal system is being introduced at the level of Hon'ble Deputy Chief Minister for the management of the grievances received from public about implementation of the programmes. In order to strengthen the activities of complaint redressal, Associate Consultant (Monitoring) is to be recruited in the office of Hon'ble Deputy Chief Minister. The Consultant will assist the SA/ Dy. CM for better implementation of Programmes as per the objective.

Education and Experience:

1. Minimum Graduate/ Post Graduate
2. Retired officer may also apply.
3. Minimum 5 years of hands on experience of administrative matters and must have the knowledge and experience in monitoring of Government Schemes/ Departments.
4. Experience regarding secretariat practice.

Tasks to be performed by Consultant

- Monitor the implementation of Programmes/Schemes in the state, in the close supervision of SA / Dy. CM.
- Ensure compliance of all order, circulars and guidelines in the field issued by the Government from time to time.
- Managing complaints/grievances received from public and ensure their timely solution.
- Liaison with district authorities for the better implementation of the schemes and coordinate for resolving the problems.



- Matters regarding recruitment of personnel on different posts in the department.
- Matters related to inspection under CCA rules.
- Matters related to selected pay scales.
- Pension related matters.
- Fraud and ACB related matters.
- Other services/establishment related matters

Reporting:

The Associate Consultant (Monitoring) will report to SA/ Dy. CM.

Terms & Conditions:

1. The tenure of the Consultant initially will be for one year from the date of joining which is extendable as per the requirement.
2. The Consultant will be paid the consultancy fee of Rs. 40,000/- per month on submission of work done report duly verified by his reporting officer.
3. No bonus shall be paid to the Consultant.
4. In case, journeys are undertaken in the interest of the Government, he shall be eligible for TA & DA as per the rules. The Consultant shall be provided reimbursement of travel expenses on production of tickets. Local transport will also be given to him from office/residence to Bus/Railway Station and vice-versa.
5. The Consultant shall not be provided any loans or advances.
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