Invitation for Expression of Interest

Office of the Shayama Prasad Mukherji Rurban Mission, National Rurban Mission (NRuM)
I Floor, M&E Department, Secretariat, C-Scheme, Jaipur
Telephone No. 0141-2227229; FAX: 0141-2227155
e-mail:pdme2k_rdd@yahoo.com

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

The State Nodal Agency invites eligible Firms/Consortiums/Joint ventures to indicate their interest in providing consultancy services for the captioned assignment.

Brief about the Assignment

1. The Shyama Prasad Mukherji Rurban Mission (SPMRM), aims at development of a cluster of villages that preserve and nurture the essence of the rural community life with focus on equity and inclusiveness without compromising with the facilities perceived essentially urban in nature, thus creating a cluster of ‘Rurban Villages’. The State Nodal Agency invites Expression of Interest from the agencies/organizations to provide Contract Basis Services at SPMU and CDMU level.

2. The assignment would be initially for one year which may be extended for further two years on the basis of performance of services of Human Resource provided by the agency, which will be evaluated by the State Nodal Agency against targets on a quarterly basis. If the services of the Human Resource provided by the agency are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw that particular Human Resource and provide an alternative substitute within one month. For more details, please refer to attached draft Terms of Reference. The State Nodal Agency also will evaluate the performance of the agency providing such services on the basis of the performance evaluated of the Human Resource provided by the agency. The State Nodal Agency will hold the discretion of the renewal of the contract with the agency providing such services.

3. Recognizing the need to stimulate local economic development, to enhance basic services and to create well planned Rurban clusters that would preserve and nurture the essence of the rural community life with focus on equity and inclusiveness without compromising with the facilities perceived essentially urban in nature, thus aiming to create Rurban Villages. About 300 Rurban clusters will be developed over the next 5 years in all the states and UTs, which have latent potential for growth which would trigger overall development in the region.
4. The objective of the Shyama Prasad Mukherji Rurban Mission is to develop every Rurban cluster as a project comprising components covering training linked to economic activities, developing skills and local entrepreneurship and will provide necessary infrastructure amenities. This project will be implemented over a fixed timeframe of 3 years by integrating and converging the implementation of the project components. This will be followed by an operations and maintenance period of 10 years.

5. For this SNA will hire services on Contract 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.

6. The Agencies will be selected in accordance with the provisions of RTTP Act, 2012.

7. The following HR professionals are required by the SNA for the said project i.e. SPMRM:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Key member</th>
<th>Desired Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Rural Development Head (1)</td>
<td>Professional degree in Rural Management/Planning/engineering/Development Management with 15-20 years of experience in managing similar large scale GoI/State programs at National/State level.</td>
</tr>
<tr>
<td>2</td>
<td>Engineering professional (1)</td>
<td>Civil engineer with 10-15 years of experience in working with similar State/Central programs at National/State level in preparation and evaluation of DPRs.</td>
</tr>
<tr>
<td>4</td>
<td>IT &amp; MIS professional (1)</td>
<td>Degree in management/IT with 5-10 years of experience of documentation, report writing, monitoring and evaluation of similar programs.</td>
</tr>
<tr>
<td>6</td>
<td>Rural Management Professional (5)</td>
<td>Master Degree in Rural Development/Rural Management/Agriculture/Social Sciences with 3-5 years of experience preferably in the rural sector within the state.</td>
</tr>
</tbody>
</table>

Terms of Reference (ToR) shall be attached in Annexure C of this EoI document.
Interested bidders must provide the following in their Expression of Interest (EOI):

APPLICATION

Applicant's Name and Address:

Application Reference: Dated:

Person to be contacted:

Designation:

Telephone No.: Fax:

To

Secretary Rural Development

Secretariat,

Janpath, C-Scheme, Jaipur (Raj.)

Subject: Expression of Interest (EoI) for ”Providing Contract Basis (Time Based) Services of the Human Resource for implementation of the Project at State and Cluster level” for SPMRM/NRuM.

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 NRuM being implemented by SPMRM.

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 Contract Basis (Time Based) Services of the Human Resource for implementation of the Project at State and Cluster level for SPMRM/NRuM.

Applicant’s Name & Address:

To
Secretary Rural Development & Mission Leader
SPMRM, Jaipur

Dear Sir,

In support of our Expression of Interest, we furnish herewith structured format, along with other information, as follows:

1. General Particulars of Agency

<table>
<thead>
<tr>
<th>Name of the firm</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Address</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td></td>
</tr>
<tr>
<td>Email id:</td>
<td></td>
</tr>
<tr>
<td>Name of the Contact Person for this EoI</td>
<td></td>
</tr>
<tr>
<td>Phone no. of the Contact Person for this EoI</td>
<td></td>
</tr>
<tr>
<td>Email id of the Contact person for this EoI</td>
<td></td>
</tr>
<tr>
<td>Office/ Branch offices if any in Jaipur</td>
<td></td>
</tr>
<tr>
<td>Office/ Branch in Other Districts if any</td>
<td></td>
</tr>
</tbody>
</table>

2. Particulars of Agency

<p>| Date of Firm’s establishment |  |
| Registration No. |  |
| Registration Authority/Act |  |
| Validity of Registration |  |</p>
<table>
<thead>
<tr>
<th>Service Tax Registration No. &amp; Validity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Empanelment with other Govt./ Govt. under takings</td>
<td></td>
</tr>
<tr>
<td>Type of the Agency</td>
<td></td>
</tr>
<tr>
<td>Proprietary Firm/Institute/Company/Partnership</td>
<td></td>
</tr>
<tr>
<td>Number of full time qualified staff</td>
<td></td>
</tr>
<tr>
<td>Number of other staff who are semi qualified/unqualified</td>
<td></td>
</tr>
<tr>
<td>PAN No.</td>
<td></td>
</tr>
<tr>
<td>TAN No.</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Financial Particulars of the Agency

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Turnover from Professional Services</th>
<th>Turnover from other Activities</th>
<th>Total Turnover</th>
<th>Turnover from the area, applied for(Studies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013-14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. Brief Details of the Agency

<table>
<thead>
<tr>
<th>Particular</th>
<th>Code No./ Policy No.</th>
<th>Validity if any</th>
<th>Turn over Amount during last year (2012-13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provident Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESI Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Policy for staff</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Particulars of Key Professional Staff with the Agency*

<table>
<thead>
<tr>
<th>Name of Staff/ M. No.</th>
<th>Age</th>
<th>Years of experience</th>
<th>Qualification</th>
<th>Number of years associated with the Agency</th>
<th>Brief nature of work done (assignment where the staff has worked with year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

6. Other than Professional staff**

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Age</th>
<th>Years of experience</th>
<th>Qualifications</th>
<th>Number of years associated with the Agency</th>
<th>Assignments where the staff has worked with year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** 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.

<table>
<thead>
<tr>
<th>Name of Deptt/ Project / Agency</th>
<th>(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</th>
<th>Client Name</th>
<th>Nature of Assignment</th>
<th>Year of Work Done</th>
<th>Value of Assignment</th>
<th>Locality where work was done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whether the organization is entitled to operate the activities in all Rajasthan.</td>
<td></td>
</tr>
<tr>
<td>If yes, Please refer provision in By-laws/MoA and describe</td>
<td></td>
</tr>
<tr>
<td>Duration of presence in Area (Years)</td>
<td></td>
</tr>
</tbody>
</table>

9. Entitlement for the present assignment

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whether the organization has provisions to undertake the present assignment in its By-laws or MoA.</td>
<td></td>
</tr>
<tr>
<td>If yes, Please refer provision in By-laws/MoA and describe</td>
<td></td>
</tr>
</tbody>
</table>

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.
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 short-listing at the EOI stage**

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

**Short listing of consultants**

The Client shall evaluate the consultants for short listing, inter-alia, based on their past experience of handling similar types of projects, strength of their man power and financial strength of the firm. The Client may assign scores to the response of each consultant based on weightages assigned to each of the criteria in EOI. [Following indicative weightages may be used for such evaluation]:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Criteria</th>
<th>Scoring</th>
<th>Maximum Marks</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Age of the Agency</td>
<td>0.5 points for every completed year of operation</td>
<td>5</td>
<td>Date of registration of the agency</td>
</tr>
<tr>
<td>2</td>
<td>Average turnover of the agency for the last three financial years.</td>
<td>• If T =&gt; Rs. 2.00 crore, then 15 points</td>
<td>15</td>
<td>Audited Balance Sheet</td>
</tr>
<tr>
<td></td>
<td>Turnover of I year=T1</td>
<td>• If Rs. 2.00 crore &lt; T &lt;= Rs. 1.00 crore, then 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turnover of II year=T2</td>
<td>• If Rs. 1.00 crore &lt; T &lt;= Rs. 0.50 crore,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turnover of III year=T3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>T=(T1+T2+T3)/3.</td>
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<td></td>
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<tr>
<td></td>
<td>Average Turnover “T”</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>will be considered</td>
<td>then 5 points</td>
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<td>---------------</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• If Rs. $0.50$ crore $&lt; T$, then 0 point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of relevant projects/assignments completed in last 3 years</td>
<td>• 10 points for 12 and above</td>
<td>10</td>
<td>Audited Balance Sheet and information provided in application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8 points for 10 to 12 projects completed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 6 points for 6 to 9 projects completed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 4 points for 3 to 5 projects completed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 0 point for less than 3 projects completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cumulative value of relevant projects/assignments completed in last 3 years</td>
<td>• 10 points for relevant projects completed worth Rs. 50 lakh and above</td>
<td>10</td>
<td>Information provided in the application form along with the supporting documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8 points for relevant projects completed worth Rs. 40-50 lakh and above</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 6 points for relevant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relevant Assignment of (Value above Rs. 50 lakh): Supply of manpower/recruitment of manpower in Rural Development Sector</td>
<td>4 points for relevant projects completed worth Rs. 33.5–40 lakh and above</td>
<td>0 points for relevant projects completed worth Rs. 20-33.5 lakh and above</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>20</td>
<td>Information provided in the application form along with supporting documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Four point for every relevant assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Experience of working with government (Union/State) departments in last 3 years (in relevant manpower placement assignment in rural development projects of similar nature)</td>
<td>10 points for 5 or more government projects completed</td>
<td>Information provided in the application form along with supporting documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 points for 2 to 4 government projects completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 points for 1 government project completed</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>0 point for no experience of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with government</td>
<td></td>
<td></td>
<td></td>
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<td>---</td>
<td>-------------------------</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Qualified full time staff relevant to project on rolls with the agency</td>
<td>1 point each for one year for full time specialist staff like:</td>
<td>15</td>
<td>List of full time staff with qualification and number of years to be provided by the agency</td>
</tr>
<tr>
<td></td>
<td>a. HR and Admin (Max. 3 points)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Finance (Max 3 points)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Atleast 3 Subject Matter Specialist in Rural Development field (Max 9 points for 3 Specialists)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Presence in the State according to the location of Registered Office/Project Office</td>
<td>3 points if the Registered Office of the applicant agency is located in Rajasthan</td>
<td>5</td>
<td>Details of HO and other offices as provided in the application</td>
</tr>
<tr>
<td></td>
<td>2 points if at least one branch/project office of the applicant agency is located in Rajasthan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pay Roll Management: The agency maintains/provides following to its</td>
<td>4 points for Provident Fund to its</td>
<td>10</td>
<td>Information provided in the application form along with</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
employees: PF/ESI/Insurance

<table>
<thead>
<tr>
<th></th>
<th>own employees</th>
<th>supporting documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 3 points for providing ESI services to its own employees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3 points for Insurance cover for staff</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 100

(c) The Client shall short list all the consultants who secure the minimum required marks 60%. The minimum qualifying requirement shall be specified in the EOI document.

Expressions of Interest must be delivered to the address given at the top up to _______ AM/PM of _______. The name of the assignment must be mentioned on the envelope containing the Expression of Interest. The EOI shall be opened at _______ A.M./P.M. on _______ in presence of the Consultants or their representative who choose to be present. The shortlisted consultants shall be requested to submit their proposals in prescribed format for the subject consultancy service.

Name and Designation of Procuring Entity (Client)
Annexure A: Format for furnishing experience (for each of a, b and c of Item No. 3)
a. Summary sheet for the most relevant and recent assignments in the following format:

<table>
<thead>
<tr>
<th>Name of the assignment</th>
<th>Client (Address and Contact Number)</th>
<th>Time Period (From _____ to _____)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Give details of the recent relevant assignments in the following format (1 sheet per assignment):

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location within the country:</td>
<td>Professional Staff provided by your firm/company:</td>
</tr>
<tr>
<td>Name of Client:</td>
<td>No of staff:</td>
</tr>
<tr>
<td>Start Date:</td>
<td>No of person months:</td>
</tr>
<tr>
<td>Completion date:</td>
<td>Approx value of services:</td>
</tr>
<tr>
<td>Name of associated firm(s), if any:</td>
<td>No of professional staff months provided by associated firm(s):</td>
</tr>
<tr>
<td>Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:</td>
<td></td>
</tr>
<tr>
<td>Cost and Detailed Narrative Description of Project:</td>
<td></td>
</tr>
<tr>
<td>Detailed description of actual services provided by your firm:</td>
<td></td>
</tr>
</tbody>
</table>
Annexure B: Format for furnishing brief CVs (With recent coloured photograph) of Key Personnel:

Name of staff with designation:

Areas of Expertise:

Date of Birth:

Years with Firm/ Entity:

Nationality:

Key Qualifications;

Education:  
[Copies of Degrees be attached]

Experience Record  
[List beginning with the most recent]

Languages

Self certification about the correctness of information furnished in the CV
Draft Terms of Reference

Contract basis/ Thematic Support Services to SPMRM

1. Background:

Recognizing the need to stimulate local economic development, to enhance basic services and to create well planned Rurban clusters that would preserve and nurture the essence of the rural community life with focus on equity and inclusiveness without compromising with the facilities perceived essentially urban in nature, thus aiming to create Rurban Villages. About 300 Rurban clusters will be developed over the next 5 years in all the states and UTs, which have latent potential for growth which would trigger overall development in the region.

The objective of the Shyama Prasad Mukherji Rurban Mission is to develop every Rurban cluster as a project comprising components covering training linked to economic activities, developing skills and local entrepreneurship and will provide necessary infrastructure amenities. This project will be implemented over a fixed timeframe of 3 years by integrating and converging the implementation of the project components. This will be followed by an operations and maintenance period of 10 years.

For this SPMRM will hire services on Contract basis/thematic support services for ideas incubation, policy framing and formulation & implementation strategies for core programme implementation at State level and cluster level.

1. Objective of the Assignment:

To provide Human Resource on Contract Basis to SPMRM for carrying out implementation of various programmes and technical assistance for implementation of the project in the State through its State and Cluster level units.

2. Scope of the Assignment:

I The Agency will be responsible for providing Human Resource on Contract Basis which would support project activities in all aspects such that it can support various districts across Rajasthan in rolling out SPMRM. 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 SPMRM and to be assured of quality of service, the deployment of manpower would be with the concurrence of the SPMRM.
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 fulfil the criteria for short-listing 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 calibre 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 14 experts / consultants (4 at State level and 10 at Cluster level of varying levels of experience will be required. Periodic assessment of incremental requirements in services to be rendered will be communicated by the SPMRM 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 SPMRM.

VII The agency will provide minimum three CVs to SPMRM 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.
Annexure C: Terms of Reference (ToR)

ToR for State Rural Development Head

Summary of the Post:

Name of the Post: State Rural Development Head

Level of posting: State level

Qualifications & Experience: Professional degree in Rural Management/Planning/engineering/Development Management with 15-20 years of experience in managing similar large scale GoI/State programs at National/State level.

Cost Estimates (Rs.): Upto Rs. 1,00,000 per month

Duration: 12 Months initially however position is for the entire project period

Job Description:
The functions of the State RD Head would include efficiently coordination amongst the institutions at the State and Cluster level on a day to day support basis. S/He should also be able to critically analyse the situations of the rural poor and thereby approve plans that trickle down 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 SPMRM, Secretariat, Jaipur

Role Summary:
The GoR is implementing Shyama Prasad Mukherji Rurban Mission -SPMRM (Phase 1) that aims at developing clusters of rural areas by provisioning economic, social and physical infrastructure facilities to empower the rural power by improving their capacities and opportunities for a improved livelihood/entrepreneurship activities that will ensure enhanced participation, skill enhancement and increased income through self sustained and community managed institutions. The SMPRM project would be implemented over a period of five years i.e. from 2016-21. The project is being implemented across Rajasthan.

The functions of the State RD Head would include efficiently coordination amongst the institutions at the State and Cluster level on a day to day support basis. He should also be able to critically analyze the situations of the rural poor and thereby approve plans that trickle down 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 rural development and social inclusion of the project as a whole.
- Analyze 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 SPMRM when asked to do so by the Secretary Rural Development.
- Any other activities as assigned by the Secretary Rural Development as required.

**Reporting**

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

**Qualification and Experience**

- Professional degree in Rural Management/Planning/engineering/Development Management with 15-20 years of experience in managing similar large scale GoI/State programs at National/State level.
- 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 Shyama Prasad Mukherji Rurban Mission.
  - 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. 1,00,000 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 State Nodal Agency against targets on a quarterly basis, which will be evaluated by the State Nodal Agency. If the services are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw this service.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
# ToR for Sr. Specialist (Engineering Professional)

## Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Sr. Specialist (Engineering Professional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Civil engineer with 10-15 years of experience in working with similar State/Central programs at National/State level in preparation and evaluation of DPRs.</td>
</tr>
<tr>
<td>Cost Estimates (Rs.)</td>
<td>Upto Rs. 70,000 per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>The function of the Engineering professional shall include support to STSAs to prepare DPRs, and support to the Head, SPMU and SNA to facilitate DPR approvals from SLEC. Also, to assist in the development of strategies in the best interest of the project.</td>
</tr>
</tbody>
</table>

**Position-1 (State Level) Duty Station- Office of the SPMRM, Secretariat, Jaipur**

**Role Summary:**

The GoR is implementing Shyama Prasad Mukherji Rurban Mission -SPMRM (Phase 1) that aims at developing clusters of rural areas by provisioning economic, social and physical infrastructure facilities to empower the rural power by improving their capacities and opportunities for a improved livelihood/entrepreneurship activities that will ensure enhanced participation, skill enhancement and increased income through self sustained and community managed institutions. The SMPRM project would be implemented over a period of five years i.e. from 2016-21. The project is being implemented across Rajasthan.

The function of the Engineering Professional shall include support to STSAs to prepare DPRs, and support to the Head, SPMU and SNA to facilitate DPR approvals from SLEC. Also, he/she will be expected to assist in the development of strategies in the best interest of the project.

**Job Profile**

- Responsible for the aspects related to the development of the DPRs of the project as a whole.
- Identify and analyse the key issues/strategies/activities related to the urban planning in a rural setup 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 various technical aspects and its effective implementation.
- Supervise and monitor the reach of project in the specialized area that he/she will be responsible in the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues within the project framework.
- Coordinate with other institutions and establish linkages with market and other relevant institutions.
• Represent SPMRM when asked to do so by the Secretary Rural Development.
• Any other activities as assigned by the Secretary Rural Development as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to Chief Operating Manager/Project Director, SPMRM.

**Qualification and Experience**
• Civil engineer with 10-15 years of experience in working with similar State/Central programs at National/State level in preparation and evaluation of DPRs.
• 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 Shyama Prasad Mukherji Rurban Mission’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. 70,000/- 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 State Nodal Agency against targets on a quarterly basis, which will be evaluated by the State Nodal Agency. If the services are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw this service.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Sr. Specialist (Urban Planning Professional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Professional degree in Urban Planning with 10-156 years of experience in spatial planning/preparation of Master Plans and Development Plans.</td>
</tr>
<tr>
<td>Cost Estimates (Rs.)</td>
<td>Upto Rs. 70,000 per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
<tr>
<td>Job Description</td>
<td>Urban Planning Professional will ensure support to the STSAs to prepare ICAPs/reviewing ICAPs and recommending ICAPs for approval. The professional would also need to ensure support to Head SPMU and SNA to facilitate ICAP approvals from SLEC.</td>
</tr>
</tbody>
</table>

Position-1 (State Level) **Duty Station- Office of the SPMRM, Secretariat, Jaipur**

**Role Summary**

The GoR is implementing Shyama Prasad Mukherji Rurban Mission -SPMRM (Phase 1) that aims at developing clusters of rural areas by provisioning economic, social and physical infrastructure facilities to empower the rural power by improving their capacities and opportunities for a improved livelihood/entrepreneurship activities that will ensure enhanced participation, skill enhancement and increased income through self sustained and community managed institutions. The SMPRM project would be implemented over a period of five years i.e. from 2016-21. The project is being implemented across Rajasthan.

Sr. Spl. (Urban Planning) will ensure effective implementation of the Planning Framework, training of project staff and sensitize all stockholders regarding related issues and the context of the work areas, should liaise with experts and resource persons to make available required inputs to the districts and state for the smooth functioning of the project. The Urban planning professional should also facilitate support to the STSAs to prepare ICAPs/reviewing ICAPs and recommending ICAPs for approval. The professional would also need to ensure support to Head SPMU and SNA to facilitate ICAP approvals from SLEC.

**Job Profile**

- Responsible for the aspects related to planning of the project as a whole.
- Identify and analyse the key issues/strategies/activities pertaining to planning framework of the project.
- Develop the roadmap of ensuring the planning aspects in the project and its effective implementation.
- Supervise and monitor the reach of project on planning aspects of the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of urban planning in the clusters identified within the project framework.
• Train the project staff and sensitize all stockholders regarding various issues, liaise with experts and resource persons to make available required inputs for the project.
• Provide technical and managerial input to component of SPMRM on urban planning.
• Represent SPMRM when asked to do so by the Secretary Rural Development.
• Any other activities as assigned by the Secretary Rural Development as required.

**Reporting**
• As part of State Project Management Unit, the incumbent will report to Chief Operating Manager/Project Director, SPMRM.

**Qualification and Experience**
• Professional degree in Urban Planning with 10-156 years of experience in spatial planning/preparation of Master Plans and Development Plans.
• Knowledge and experience on urban and rural planning 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 Shyama Prasad Mukherji Rurban Mission’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. 70,000 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 State Nodal Agency against targets on a quarterly basis, which will be evaluated by the State Nodal Agency. If the services are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw this service.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Sr. Specialist (IT & MIS)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Sr. Specialist (IT &amp; MIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>State level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Degree in management/IT with 5-10 years of experience of documentation, report writing, monitoring and evaluation of similar programs.</td>
</tr>
<tr>
<td>Cost Estimates (Rs.)</td>
<td>Upto Rs. 70,000 per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description-
The functions of the Spl. IG (Livestock), shall include developing M&E frameworks for the mission at the state level and monitoring the progress of the development of these Rurban clusters within the State. Provide training and capacity building of division level teams and CDMU on IT & MIS related aspects and ensuring smooth and continuous data entries from the field levels (CDMU). 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 SPMRM, Secretariat, Jaipur

Role Summary-

The GoR is implementing Rajasthan Rural Livelihood Project -SPMRM (DPIP Phase 2) that aims at developing clusters of rural areas by provisioning economic, social and physical infrastructure facilities to empower the rural power by improving their capacities and opportunities for a improved livelihood/entrepreneurship activities that will ensure enhanced participation, skill enhancement and increased income through self sustained and community managed institutions. The SPMRM project would be implemented over a period of five years i.e. from 2016-21. The project is being implemented across Rajasthan.

The functions of the Sr. Spl(IT & MIS), shall include developing M&E frameworks for the mission at the state level and monitoring the progress of the development of these Rurban clusters within the State. Provide training and capacity building of division level teams and CDMU on IT & MIS related aspects and ensuring smooth and continuous data entries from the field levels (CDMU). 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 IT & MIS avenues and activities as a whole.
- Identify and analyze the key issues/strategies/activities related to IT & MIS, 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 IT & MIS aspects and its effective implementation.
- Supervise and monitor the reach of project on IT & MIS aspects of the project.
- Coordinate with other staff of the project and other institutions for ensuring the implementation of the identified issues of IT & MIS 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 SPMRM when asked to do so by the Secretary Rural Development.
- Any other activities as assigned by the Secretary Rural Development as required.

**Reporting**
- As part of State Project Management Unit, the incumbent will report to the Chief Operating Manager/Project Director, SPMRM.

**Qualification and Experience**
- Degree in management/IT with 5-10 years of experience of documentation, report writing, monitoring and evaluation of similar programs.
- 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 Shyama Prasad Mukherji Rural Mission’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. 70,000/- 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 State Nodal Agency against targets on a quarterly basis, which will be evaluated by the State Nodal Agency. If the services are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw this service.

The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Jr. Specialist(Spatial Planning Professional)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Jr. Specialist(Spatial Planning Professional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Cluster level</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Post Graduate degree in Urban Planning with 3-5 years of experience in preparation of Master Plans/District Development Plans/Spatial Plans.</td>
</tr>
<tr>
<td>Source of Appointment</td>
<td>Contract Basis</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
<tr>
<td>Cost Estimates (Rs.)</td>
<td>Upto Rs. 35,000 per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description:
The functions of the Jr. Specialist shall include support to the SPMU through smooth implementation of approved plans at the State level, regular updation of the MIS system, regular reporting to the SPMU of the ground analysis and implementation of the work, analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing cluster 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 overall development of the Rurban clusters under the project areas.

- Position-1 each at CDMU (Cluster Level)
  Duty Station- Office of the CDMU, SPMRM, at Cluster.

Role Summary:
The GoR is implementing Shyama Prasad Mukherji Rurban Mission -SPMRM (Phase 1) that aims at developing clusters of rural areas by provisioning economic, social and physical infrastructure facilities to empower the rural power by improving their capacities and opportunities for a improved livelihood/entrepreneurship activities that will ensure enhanced participation, skill enhancement and increased income through self sustained and community managed institutions. The SMPRM project would be implemented over a period of five years i.e. from 2016-21. The project is being implemented across Rajasthan.

The responsibilities of the Jr. Specialist include: implementing and monitoring the project to gather data from the field and its dissemination and transmit learning during monitoring of various community institutions. Develop monitoring formats; finalize yardsticks for assessment; arrange training programmes for MIS and other coordinators of CDMU unit 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 Cluster and below level.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of CDMU and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of the project plans at cluster level.
- Arrange training programs for monitoring coordinators of CDMU and prepare computerized database at cluster level;
- Coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation at cluster 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 cluster level.
- Any other activities as assigned by the Secretary Rural Development or SPMU as required.

**Reporting**
- As part of District Project Management Unit, the incumbent will report to State Project Management Unit (SPMU), SPMRM.

**Qualification and Experience**
- Post Graduate degree in Urban Planning with 3-5 years of experience in preparation of Master Plans/District Development Plans/Spatial Plans.
- 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 Shyama Prasad Mukherji Rurban Mission’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. 35,000/- 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 State Nodal Agency against targets on a quarterly basis, which will be evaluated by the State Nodal Agency. If the services are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw this service.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.
ToR for Jr. Specialist (Rural Management Professional)

Summary of the Post:

<table>
<thead>
<tr>
<th>Name of the Post-</th>
<th>Jr. Specialist (Rural Management Professional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of posting</td>
<td>Cluster level (CDMU)</td>
</tr>
<tr>
<td>Qualifications &amp; Experience</td>
<td>Master Degree in Rural Development/Rural Management/Agriculture/Social Sciences with 3-5 years of experience preferably in the rural sector within the State</td>
</tr>
<tr>
<td>Cost Estimates Rs.</td>
<td>Upto Rs. 35,000/- per month</td>
</tr>
<tr>
<td>Duration</td>
<td>12 Months initially however position is for the entire project period</td>
</tr>
</tbody>
</table>

Job Description:
The Rural Management Specialist is the key implementer of the project. S/he will implement and coordinate with village community for effective execution of the project. The Rural Management Specialist will create a favorable environment in the cluster villages, initiate and introduce the project to community and conduct base line survey, support community people in the development of the Rurban cluster vis-à-vis the implementation of the project, ensure need-based training and skill development of the community and monitoring community based institutions.

Position-1 at each Cluster level; Duty Station - at cluster office (CDMU).

Role Summary:
The GoR is implementing Shyama Prasad Mukherji Rurban Mission - SPMRM (Phase 1) that aims at developing clusters of rural areas by provisioning economic, social and physical infrastructure facilities to empower the rural power by improving their capacities and opportunities for a improved livelihood/entrepreneurship activities that will ensure enhanced participation, skill enhancement and increased income through self sustained and community managed institutions. The SMPRM project would be implemented over a period of five years i.e. from 2016-21. The project is being implemented across Rajasthan.

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Job Profile

- Provide leadership to the CDMU and the community and ensuring good ‘Team Work’ by showing self examples for better implementation of SPMRM.
- 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 SPMRM at the CDMU level.
- Coordinate, Liaison, Networking with District and below level government and non government
authorities, visit of SPMU or other related officials, other teams related to SPMRM.

- Carry out the subject specialist’s job of any of the following discipline - livestock, M&E, Agriculture etc.
- Represent SPMRM at the District level.
- Any other activities as assigned by the SPMU, as required.

**Reporting**

- The incumbent will report to SPMU, SPMRM.

**Qualification and Experience**

- Master Degree in Rural Development/Rural Management/Agriculture/Social Sciences with 3-5 years of experience preferably in the rural sector within the State.
- Specialised in any of the following discipline- Livelihood & Microfinance/ Social & Capacity Building /MIS& Accounts would be an added asset.
- 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 Shyama Prasad Mukherji Rurban Mission’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. 35,000/- per month.
• This position will require travel of at least fifteen 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 State Nodal Agency against targets on a quarterly basis, which will be evaluated by the State Nodal Agency. If the services are not found suitable in the evaluation process, the State Nodal Agency can ask the agency providing such services to withdraw this service.

• The engagement is purely contractual and can be terminated at any time with one month notice from either party.

Countersigned by the Bidder (Consultant)