

Government of Tripura
State Mission Management Unit
Tripura Rural Livelihood Mission
Rural Development Department

F. No.3(48)RD(TRLM)/2019/ 5418-22

Date: 22.10.2019

ADVERTISEMENT

Applications are invited from bona fide Indian Nationals for empanelment of State Resource Persons (SRP)/ Retainer Consultant (RC) in Tripura Rural Livelihood Mission (TRLM). Their services will be utilized by TRLM on part time/ requirement basis.

1. Details are given below

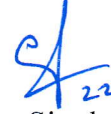
SN	Name of the Post	Work domain
1	Financial Inclusion (FI)	Bank Account, CBRM, FLC, Credit Linkage, Bank Sakhi etc.
2	Digital Finance	BC Model, etc.
3	Farm Livelihoods	Agriculture/ Horticulture, Value chain Development and Marketing, etc.
4	Non farm Livelihood	Micro enterprise promotion/ Bamboo/ Handloom & handicraft/ Food & beverages/ Packing/ Food processing, etc.
5	Livestock	Veterinary Science/ Dairy expert, etc.
6	Pisciculture	Fishery expert.
7	Floriculture	Flower cultivation, ornamental plants, etc.
8	Insurance	Linkage with PMJJBY, PMSBY, APY, Livestock Insurance, Agri. Insurance etc.
9	Knowledge Management and Communication (KMC)	IEC activities in community development works
10	Monitoring & Evaluation (M & E)	Process Monitoring, Community Monitoring, Research & Impact assessment studies
11	MIS	Innovation in developing systems, managing different Mobile based applications for efficient MIS
12	Skill Development	Skill mela, Job mela, setting up of migration support centers, inspection of centers, skill gap analysis, identifying new and innovation areas etc.
13	Tender Expert	Preparation of tender, EoI, RFPs, bid management, etc



2. Detailed particulars for each category and eligibility criteria are given in Annexure- A.
3. Application format is available in Annexure- B. Only PDF copy of the filled up and signed application is to be submitted through email to: srp.trlm3@gmail.com. The application should not contain more than two pages.
4. Applications will be received till 5.30 PM on 10.11.2019.
5. Applications of candidate without having the required qualification & experience etc. shall be summarily rejected. **Candidates without relevant experience (fresh candidates) need not apply.**
6. In case Grade/ CPI/ CGPA is awarded by the board/ University instead of total marks, it is to be converted into percentage of marks following the formula adopted by the concerned Board/ University and is to be mentioned in the application form at the appropriate place.
7. The applicant should be physically and mentally fit enough to take up the strenuous job involved in the responsibility including extensive travelling.
8. Proficiency in Computer and fluency in both spoken/ written English for all categories is essential. The candidate should have his or her computer for consultancy.
9. Empanelled candidates will have to work and stay in rural areas of the State as and when required by the TRLM. The candidates should be willing to travel regularly inside and outside the state, as and when required by the TRLM.
10. The candidates should be willing to attend the training, new learning and implementation of such knowledge in the field.
11. The candidates should be willing to accept different guidelines, advisories and protocols.
12. Candidates should have the patience to listen different issues and initiatives of the rural poor community.
13. Resource fee and TA/ DA is applicable as per the Retainer Consultant policy as included in the HR Manual of TRLM. The HR manual of TRLM can be accessed on website: trlm.tripura.gov.in. The Resource fee ranges between Rs. 3,000 to Rs. 10,000 per day. It shall be decided by the selection committee based on the working knowledge and experience.
14. The candidates from the State of Tripura shall be preferred.

15. Candidates must be willing to undergo residential training and exposure visits, both inside and outside the State, as and when required.

16. Empanelment of State Resource Person (SRP)/ Retainer Consultant (RC) does not make one eligible for permanent/ contractual employment in TRLM or any of the establishment of RD Department or the State Government.


22/10/19

(Vikas Singh, IAS)

Chief Executive Officer

Tripura Rural Livelihood Mission

Copy to:

1. PS to the Hon'ble Deputy Chief Minister, RD Department for kind information of the Hon'ble Deputy Chief Minister.
2. PS to the Secretary, RD Department for kind information of the Secretary.
3. The Joint Secretary and Mission Director, DAY- NRLM, MoRD, Govt. of India for kind information.
4. The Director, Information Technology with a request to arrange display of the advertisement on website *rural.tripura.gov.in* and *tripura.gov.in* and *trlm.tripura.gov.in*
5. National Mission Manager, (MIS/ ICT), NMMU, NRLM with a request to display the advertisement on website *aajevika.gov.in*


22/10/19

Chief Executive Officer

Tripura Rural Livelihood Mission

Terms of Reference for Retainer Consultant/ Resource Person

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
1	Financial Inclusion (FI)	<p>Qualification: Graduate/ Post Graduate in Management/ Finance/ Commerce/ Economics/ Engineering/ Development studies from recognized academic Institutions.</p> <p>Experience: 5 years or more experience in Rural Banking/ Micro Finance Institutions/ valid NBFCS's/ Retired Bank officials (of maximum 65 years) served in rural branches or any relevant experience and willing to travel in rural areas shall be preferred (Fluent in basic use of computer, MS office and internet is mandatory).</p>	<p>Target based preparation of plan along with FI team. Ensuring achievement of on time credit linkage and opening of Bank account for women and CBOs (SHG & their federation). Effective implementation of CBRM, FLCs. Training to Bank Sakhis, BC Sakhis, Training to TRLM staff members and Bank managers. Demonstration of MCP process and its appraisal. Review for timely completion of MCP and timely disbursement of RF and CIF. Regular filed visit in Rural parts of the State, etc.</p>	65 years	8	As per requirement



Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
2	Digital Finance	Qualification: Graduate/ Post Graduate in Management/ Finance/ Commerce/ Economics/ Engineering/ Development studies/ Computer Science from recognized academic Institutions. Experience: 5 years or more experience in Rural Banking/ Micro Finance Institutions / Business Correspondence model/digital finance/ RBI registered NBFC's.	Target based preparation of plan along with the FI team. Ensuring achievement of One GP One BC mission, etc.	65 years	2	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
3	Farm Livelihoods	<p>Qualification: Graduate/ Post Graduate in Agriculture/ Horticulture/ Fisheries/ Agriculture Economics/ Marketing Management/ Agri. Business / PG in any discipline from recognised academic institutions.</p> <p>Experience: 5 years or more experience in similar field.</p> <p>Or, Retired person having similar qualification/ Graduate/ PG in any discipline and experience in the same fields, willing to travel throughout the State can also apply.</p>	<p>Target based planning for different livelihood activities related to farm sector.</p> <p>Innovation in existing rural farm livelihoods. Training and capacity building of staff, Community Service Providers, CBO on different livelihood farm options. Generating different farm livelihood options for the CBOs. Preparation of different IEC materials around the livelihood farm activities. Documentation of best practices, regular field visits in rural areas, etc.</p>	65 years	5	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
4	Nonfarm Livelihoods	<p>Qualification: Post Graduate in Management/ Entrepreneurship Development/ Rural Development/ Science/ Commerce/ Economics/ Engineering/ Development Studies.</p> <p>Experience: 5 years or more experience in similar field/ enterprise promotion.</p> <p>Or;</p> <p>Retired person (of maximum 65 years) having similar qualification/ Graduate/ PG in any discipline and experience in the same fields, willing to travel throughout the State can also apply.</p>	<p>Target based planning for different non farm livelihood activities related to non- farm sector. Innovation in existing rural livelihoods. Training and capacity building of staff, Community Service Providers, CBO on different livelihood non farm options. Generating different livelihood non farm options for the CBOs. Preparation of different IEC materials around the livelihood non farm activities. Documentation of best practices, regular field visits in rural areas. etc.</p>	65 years	5	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
5	Livestock	<p>Qualification : Graduate/ Post Graduate in Veterinary Science from recognised academic institutions.</p> <p>Experience: 5 years or more experience in similar field.</p> <p>Or, Retired person (of maximum 65 years) having similar qualification/ Graduate/ PG in any discipline and experience in the same fields, willing to travel throughout the State can also apply.</p>	<p>Target based planning for different livestock activities related. Innovation in existing livelihoods. Developing livestock cluster and value chains etc. Training and capacity building of staff, Community Service Providers, CBO on different livelihood options. Generating different livelihood options for the CBOs. Preparation of different IEC materials around the livestock activities. Documentation of best practices, regular field visits in rural areas, etc.</p>	65 years	5	As per requirement

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Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
6	Pisciculture	<p>Qualification: Graduate/ Post Graduate in Fishery from recognised academic institutions.</p> <p>Experience: 5 years or more experience in similar field shall be preferred or any relevant experience.</p> <p>Or, Retired person (of maximum age of 65 years) having similar qualification/ Graduate/ PG in any discipline and experience in the same fields, willing to travel throughout the State can also apply.</p>	<p>Target based planning for different fishery activities related. Innovation in existing fishery activity. Developing fishery cluster's and its value chains. Training and capacity building of staff, Community Service Providers, CBO on different fishery options. Generating different fishery options for the CBOs. Preparation of different IEC materials around the fishery activities. Documentation of best practices, regular field visits in rural areas, etc.</p>	65 years	3	As per requirement

SI No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
7	Floriculture	<p>Qualification: Graduate/ Post Graduate in Agriculture/ Horticulture from recognised academic institutions.</p> <p>Experience: 5 years or more experience in similar field shall be preferred or any relevant experience.</p> <p>Or,</p> <p>Retired person (of maximum 65 years) having similar qualification/ Graduate/ PG in any discipline and experience in the same fields, willing to travel throughout the State can also apply.</p>	<p>Target based planning for different floriculture activities related. Innovation in existing floriculture activity. Training and capacity building of staff, Community Service Providers, CBO on different floriculture options. Generating different floriculture options for the CBOs. Preparation of different IEC materials around the floriculture activities. Documentation of best practices, regular field visits in rural areas, etc.</p>	65 years	2	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
8	Insurance	<p>Qualification: Graduate/ Post Graduate in in Management/ Finance/ Commerce/ Economics/ Engineering/ Computer Application</p> <p>Development studies from recognized academic Institutions.</p> <p>Experience: 5 years or more experience in Banks/ Executive/ Insurance sector as Manager. Or, Retired Official (of maximum 65 years) from Bank/ Insurance Company served in rural branches as Manager/ in higher posts (Fluent in basic use of computer) will be given preference.</p>	<p>Target based regular discussion with banks and different insurance companies. Generating awareness about insurance among the SHG members. Ensuring access to basic insurance products to all SHG members. Institutionalizing the insurance and early claim settlement to the SHG members through their federations, etc.</p>	65 years	2	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
9	Knowledge Management and Communication (KMC)	<p>Qualification: Graduate/ PG or PG diploma in English/ Public Relation or Mass Communication with excellent writing skill in Bengali/ English/ Kokborok/ any PG with excellent writing skills in Bengali/ English/ Kokborok.</p> <p>Experience: Experience in development of IEC materials shall be mandatory and well versed with computer applications .</p> <p>Or,</p> <p>Retired person (of maximum 65 years) having similar qualification and experience in similar field, willing to travel throughout the State also can apply. Fluent in use of computer shall be preferred.</p>	<p>Target based preparation and customization of different IEC materials for the programme. Documentation of the programme performance, best practices, Newsletters in local languages, etc.</p>	65 years	3	As per requirement

SI No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
10	Monitoring & Evaluation (M & E)	<p>Qualification: PG in any discipline. Candidates experienced in the field of (M & E) in other development projects shall be preferred. Candidates completed PhD in development sector/ social science etc. shall be given preference.</p> <p>Or, Retired person (of maximum 65 years) having similar qualification and experience in similar field, willing to travel throughout the State also can apply. Fluent in basic use of computer, statistical software's shall be preferred.</p>	<p>Target based process monitoring, community Monitoring, Studies and research, innovation etc. development of monitoring tools, training and capacity building of staff, etc.</p>	65 years	3	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
11	MIS	<p>Qualification: Graduate/PG in Computer Science, Computer Application, Computer Engineering etc.</p> <p>Experience: 5 years experience in Managing MIS/ app based MIS of Government/ renowned private organizations.</p> <p>Or,</p> <p>Retired person (of maximum 65 years) having similar qualification and experience in similar field, willing to travel throughout the State also can apply</p>	<p>Target based regular field visit and support to Block and District team on technical issues, Capacity Building of Staff, Community Service Providers (MIS), Developing and ensuring the data flow management between CBO and TRLM. Managing different MIS or state specific software's of TRLM etc. Developing different target based systems etc.</p>	65 years	3	As per requirement

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Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
12	Skill Development	<p>Qualification: Graduate/ Post Graduate in Management/ Social Work/ Rural Development/ Development Studies/ Economics/ Science/ Commerce/ Engineering/ Computer Application.</p> <p>Experience: 3 years or more experience in skill development sector.</p> <p>Or, Retired person (of maximum 65 years) having similar qualification and experience in similar field, willing to travel throughout the State also can apply</p>	<p>Target based support to the State team in assessing the agencies, organizing skill mela, Job mela, setting up of migration support centres, inspection of centres, etc.</p>	65 years	3	As per requirement

Sl No.	Category	Educational Qualification & Experience	Job Description	Age limit	no. of person required	Required days per month
13	Tender design Expert	<p>Qualification: Graduate/ Post Graduate in Management/ Rural Development/ Social Work/Finance/ Development studies/ Science/ Commerce/ Economics/ Engineering.</p> <p>Experience: 5 years or more experience in designing tenders/ EoI/ RFP' s/ e- tenders/ GEM registration etc.</p> <p>Or, Retired person (of maximum 65 years) having similar qualification and experience in similar field, willing to travel throughout the State also can apply</p>	<p>Target based review of information about demands and derivation of supply and proposal preparations, Clarification of bid conditions, tender preparation, support in monitoring of the bid management in order to ensure it is aligned with the organization's requirements, etc.</p>	65 years	2	As per requirement

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**APPLICATION FOR EMPANELMENT OF STATE RESOURCE PERSON (SRP)/
RETAINER CONSULTANTS (RC) IN TRLM
ADVERTISEMENT NO 01/2019**

1. Name of the Candidate :

2. Father's Name / Husband's Name / Mother's Name :

3. Date of Birth :

4. Area of Interest (please tick) : FI /Digital Finance/ Farm Livelihoods / Non Farm Livelihood/
Livestock based livelihoods/ Pisciculture/ Floriculture/ Insurance / KMC / M& E / MIS /
Skill Development/ Tender Expert.

5. Address for correspondence :

Affix recent
passport size
photograph

6. Contact Phone Number :
(The phone number must be an active one)

7. Contact email id :
(The email id must be an active one)

8. Whether in service in any organization. If so details of the organization is to be given

9. Educational qualification(write only highest qualification & % of total marks):

10. Details of Experiences :

Organization	Position held	Job profile	Duration (in years & months)	Details of experience

Declaration:

I do hereby declare that, all the information given above is true to the best of my knowledge and belief. I also understand that my candidature/ selection shall be liable for cancellation in case any of the information is found to be incorrect/ false.

Signature of the Candidate

Date:

Place:

If required, for highlighting detailed experience, an additional page (not more than one page) can be added.