



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME**  
**ST & SC DEVELOPMENT DEPARTMENT**  
**2<sup>nd</sup> floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022**



**EMPANELMENT OF STAFF FOR PROGRAMME MANAGEMENT UNIT(PMU) & MICRO PROJECT AGENCIES(MPAs).**

Programme Director, OPELIP invites applications from eligible candidates for empanelment of Staff to be positioned at PMU & MPAs, to be on engaged on contractual basis. Application form along with the detailed ToR of each posts can be downloaded from two websites i.e. [www.opelip.org](http://www.opelip.org) & [www.otelp.org](http://www.otelp.org) . Last date of receipt of applications **by post/courier only is 06.10.2017 at 05.00 PM.**

Only shortlisted candidates will be called for Interview for empanelment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

**-Sd/-**  
**Programme Director**

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME(OPELIP)

**TERMS OF REFERENCE**

<b>Sl No.</b>	<b>Name of the post</b>	<b>Qualification</b>	<b>Work Assignment</b>	<b>Consolidated Remuneration(in Rs.) per month</b>	<b>Experience and Age as on 01.01.2016</b>
1	Senior Engineer	Graduate/Post-Graduate/B.Tech/M.Tech in Civil/Agricultural Engineering from a recognized university/institute.	(i)Overall planning, supervision and guidance for the engineering activities at MPA level including preparation of the work plan and budget and procurement relating to the sector; (ii)Capacity building of MPA staff and NGO level staff in developmental activities; (iii)Preparing the engineering design and cost estimates for all engineering structures; (iv)Assessment of the sites for construction of community infrastructures / engineering structures; (v)Checking the quality of all construction works; (vi)Developing strategy and procedures for community procurement for rural engineering activities, quality checke/control mechanism, and participatory monitoring and evaluation in community infrastructures; (vii)Outlining parameters for M&E data in the sector; regular	50,000	-Minimum of 7-8 years field experience for Post Graduate / 10 years for Bachelor degree in projects relating to village development/ soil and water conservation engineering in the public or private sector/ minor irrigation, or have worked in similar rural development/tribal development project funded by reputed NGOs/INGOs/bilateral/multilateral agencies. -Upper age limit 45 years, with 5 years relaxation for exceptionally qualified and experienced person/s. -Retired persons of Govt./ Govt. Public Sector Undertaking having above qualification and experiences but having at least 2 years before attaining the age of 65 years, may also be considered. -Ability to communicate in English and regional language.

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
			<p>data collection, validation, analysis and evaluation of the activities;</p> <p>(viii)Liaising with the Soil Conservation Department, Forest Department, Irrigation Department and other line department to ensure inter-agency coordination for Programme interventions;</p> <p>(ix)Regular follow up and monitoring with MPA staff on rural/community infrastructures, effective utilization, management and maintenance of the infrastructures, etc;</p> <p>(x)In coordination with the capacity building Programme Officer, to facilitate community learning and exposure visits for effective utilization, management and maintenance of infrastructures;</p> <p>(xi)Any other tasks as may be assigned by Programme Director.</p>		

- The post is purely contractual and temporary in nature.
- The initial engagement will be for a period of one year and further renewable subject to satisfactory performance.

- Incomplete applications in any form will be summarily rejected.
- Candidates are advised to apply only in the prescribed application form.
- No application will be entertained after the due date and time of receipt.
- Canvassing in any form will be liable for disqualification.
- Only shortlisted candidates, based on qualification and experience relevant to the post shall be called for interview.

## ToR for MPA Level Staff

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
1	Project Manager	<p>Responsible for day to day implementation of the project at MPA level</p> <p>Coordinating the activities of all Programme staff and responsible for work planning and organization of the MPA technical team ;</p> <p>Assisting the Palli Sabhas and the facilitating NGOs to prepare VDP with budgets for the activities proposed taking into account the Plans and budgets of the technical sub-committees set up at the Palli Sabha level;</p> <p>Consolidating the VDPs and preparing the annual work plan of the MPA with targets for physical and financial performance;</p> <p>Assisting in the design and implementation of a participatory monitoring and evaluation system as per OPELIP guidelines and in close collaboration with the selected resource NGO//M&amp;E Agency;</p> <p>Establishing a computerized MIS system at the MPA;</p> <p>Collating and analyzing data from the field and preparing monthly progress reports for submission to PMU;</p> <p>Disaggregation of data according to gender and social groups and analyzing it in order to monitor for mis-targeting requiring preventive action;</p>	<p>Should be at least a Master Degree in Business Administration /Rural Management Sociology/ Social work/ Economics/ Rural Development from recognized university/institutes.</p>	<p>Maximum 45 years</p>	<p>With a minimum of 8-10 years of relevant experience in development sector, with progressive team management responsibilities. Should have managed a 8 person team over the past 3 years</p> <p>Must be fully computer literate</p>	<p>30,000/-</p>

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
		Disseminating the strengths and weaknesses of programme implementation for undertaking mid-course correction; Collaborating with agencies selected to conduct the mid-term review, concurrent impact assessment and evaluations; Providing necessary assistance to individuals/organisations selected to undertake process Documentation and documentation of indigenous knowledge.				
2	Junior Agriculture Officer	<p>Liaising with the Agriculture &amp; Horticulture &amp; Animal Husbandry/ Fisheries Department in developing cropping and farming systems including horticultural crops keeping in view the traditional farming practices of the tribal people, new opportunities to increase farm production and the household income, and overcome seasonal household food insecurity;</p> <p>Developing key extension messages and designing demonstrations for promoting improved cultural practices and livestock practices in the context of micro-project areas</p> <p>Liaising with the NGO Staff for feedback on the agriculture and horticulture and livestock development needs;</p> <p>Supporting and supervising any micro-project development for crop diversification e.g. on horticultural crops such as turmeric, ginger, pepper, etc.</p> <p>Taking necessary actions to develop solutions</p>	A graduate/post-graduate in Agriculture allied sciences like Agriculture , Horticulture, Agricultural Engineering,, Diary Engineering, Fishery, Veterinary Sciences , Animal Husbandry etc.	<b>Age limit:</b> 55 years of age, with 5 years relaxation for exceptionally experienced persons. • Ability to write and communicate in English and Odia language.	With a minimum of 2-3 years of relevant experience in rural development sector. Must be a computer literate.	20,000/-

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
		<p>through adaptive/action research and exposure visits to areas with best practices;  Overseeing the performance of the livestock development activities promoted under the Programme and resolving any implementation issues; and  Monitoring all agricultural and livestock activities at the field level in collaboration with the communities.  Exploring market linkages and demand and price trends for the relevant products; and  developing linkages with private sector input supply and output marketing</p>		<ul style="list-style-type: none"> <li>Ability and willingness to travel extensively in the programme areas.</li> </ul>		
3	Social Mobilizer/ Field Assistant	<p>Mobilizing community and promoting different cadres of institutions(SHG,VDA,VDC,UG etc.) at different level  Coordinating and supervising all activities related to training and development of Palli Sabha level committees, SHGs, and Village Volunteers  Coordinating with the line agencies to ensure harmonization of government sponsored schemes with that of the OPELIP interventions;  Assisting in forming and training SHGs, preparing lending procedures and policies for intra-group lending, providing equity grants linking with banks and reviewing performance in collaboration with the facilitating NGOs;  Conducting district level workshops for bank staff, NGO officials, community leaders, lead</p>	Should be an Post Graduate in Rural Management/ Economics/ Sociology/ Social Work/Rural Development from recognized University/ institutes.	Maximum 45 years	with a minimum of 5-6 years of relevant experience in development sector. Must be a computer literate	20,000/-

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
		<p>bank staff and NABARD officials to increase the level of confidence between the tribal communities and the formal financial institutions;</p> <p>Assisting the facilitating NGOs to obtain loans from the Programme to on-lend to SHGs;</p> <p>Assisting NGOs to establish linkages with different agencies;</p> <p>Organising study tours and exposure visits for bankers and SHG members;</p> <p>Acting as nutrition focal person, and coordinating with health and ICDS for reducing malnutrition in the target communities;</p> <p>Implementing the gender strategy of OPELIP in the MPA target areas;</p> <p>Conducting various gender sensitization workshops as per the requirement of project;</p> <p>Supervising and monitoring for gender equity in all activities;</p> <p>Monitoring project activities and reporting accordingly;</p>				

- Monthly allowances will be paid as admissible.
- Candidates have to fill up the application form as per the prescribed format only in order to avoid rejection.
- All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. along with a photocopy of each documents for verification.





## APPLICATION FORM

<b>Position applied for</b>		<b>Paste recent Passport size photograph here</b>
<b>Date of application</b>		

### 1. Personal Details

<b>Name of the Candidate (Ms/ Miss/ Mrs/ Mr)</b>	(First Name)	(Surname)
<b>Address</b>	<u>Permanent</u>	<u>Present</u>
<b>Mobile:</b>		
<b>Telephone Residence</b>		
<b>Telephone Office</b>		
<b>E-mail address</b>		
<b>Date of Birth</b>		
<b>Category (ST/SC/ General)</b>		
<b>Sex: (Male/ Female)</b>		

### 2. Education Qualification (10<sup>th</sup> Standard onwards)

<b>Qualification</b>	<b>Institution</b>	<b>Subjects</b>	<b>Year of Completion</b>	<b>Division/ Grade</b>

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**3. Other trainings / qualifications including relevant short training courses**

<b>Course</b>	<b>Duration</b>	<b>Institution</b>	<b>Details</b>

**4. Computer Literacy:**

(Mention all software known/used)

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**5. Employment / Experience Records**

<b>Name and Address of the Employer</b>	<b>Designation</b>	<b>Period</b>	<b>Experience In year and Month</b>	<b>Brief description of duties</b>

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6. **Language Proficiency** (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____ )									

7. **Reference:** (Two persons to whom you have professionally reported)

Reference 1	Reference 2

**Declaration:**

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

**Date:**

**Place:**

**Signature of the Applicant**