

## 1. Terms of Reference (ToR) for IT Specialist

### **IT Specialist (Level-3A)**

❖ **Qualification:** B.E/ B.TECH/ M.TECH from any Government recognized University/ Academic institution and MBA from any Government recognized University/ Academic institution.

❖ **Experience:** Total 10 (ten) years of post-qualification working experience in IT projects with any State /Central Government body.

#### ❖ **Desirable Experience:**

- Experience of working in externally-aided Projects/ Centrally Sponsored Schemes/ any Central Projects/ CPSU/ State PSU etc, its processes and IT management system.
- Proven experience of working in IT related matters in any State Govt./ Central Govt. Organization.
- At least 04 (four) years of experience in business analysts/architecting solutions for delivery of Government services.

#### ❖ **Key Responsibility Areas-**

- To review the project deliverables (annexed) including SRS, FRS, HLD, LLD, traceability matrix, test scenarios, test case and plan development.
- To submit weekly progress report comprising (Planned activity of the week, achievement of previous week & impediments, architecture, milestones compliances etc. as per RFP, FRS).
- Highlighting Project Risk/Issues/implementation bottleneck identification and reporting.
- Maintain Risk register.
- Prepare action plan for Inter-Dept. issues resolution.

**❖ Required Skill :**

- Business Analysis & Requirement Analysis.
- UAT, Test scenario, test result review.
- Solution Design review.
- System Architecture understanding.
- Technical Leadership & Guidance.
- Stakeholder Communication.
- Risk Management.
- Project Lifecycle Oversight.

**❖ Age limit:**

Maximum 65 years (for entry level) as on last date of submission of application form for the position and should be in good physical condition and willing to travel extensively in Different parts of the State.

**❖ Contract Tenure & Type of Engagement:-**

- Candidates would be initially recruited for one (01) year, which may be extended subject to renewal of service after every term of contract (with one day break) based on performance evaluation system of the Society and as per need of the project.
- The engagement will be on purely temporary basis and contractual in nature.
- Service contract won't be extended/renewed once the employee attains the age of 68 years.

**❖ Remuneration:-**

Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only per month, which shall be paid after deducting necessary taxes, as applicable.

**❖ Domicile:**

Any Indian National having valid Photo Identity documents (as proof of identity & address) issued by the Government.

## 2. Terms of Reference (ToR) for Monitoring & Evaluation – Manager

<b>Monitoring &amp; Evaluation - Manager</b>
<p><b>Qualification:</b> Graduation or Post Graduation in Economics/ Statistics/ Math / Management</p> <p><b>Experience:</b> Minimum 2 years of post qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b> Knowledge of Bangali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Develop and strengthen monitoring, inspection and evaluation procedures.</li><li>• Monitor all project activities, expenditures, and progress towards achieving the project output.</li><li>• Recommend further improvement of the logical framework.</li><li>• Develop monitoring and impact indicator for the project success.</li><li>• Monitor and evaluate overall progress on achievement of results.</li><li>• Monitor the sustainability of the project's results.</li><li>• Provide feedback to the Project Manager on project strategies and activities.</li><li>• Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.</li><li>• Any other task assigned by Project authority</li></ul>
<p><b>Age limit: Maximum 45</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 45000/- (Forty-five Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile:</b> Permanent Resident of Tripura</p>
<p>Note: - Only Online application will be considered.</p>

### 3. Terms of Reference (ToR) for Procurement Manager

<b>Procurement Manager</b>
<p><b>Qualification:</b> MBA (Finance) or M.Com</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b> Knowledge of Bangali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Implement procurement activities in line with procurement plan</li><li>• Prepare draft REoI/ RFP/RFB/RFQ, etc.</li><li>• Evaluation of bids/ proposals</li><li>• Assist the concerned officer (s) in preparation of Terms of Reference</li><li>• Ensure compliance with procurement policies and procedures, promoting transparency and fair competition.</li><li>• Source and negotiate with suppliers for cost-effective procurement of nutrition project supplies.</li><li>• Ensure that procured items meet quality standards and are suitable for the project's objectives.</li><li>• Maintain organized and accessible procurement documentation.</li><li>• Uphold high ethical standards in financial and procurement practices, ensuring transparency and accountability.</li><li>• Build positive relationships with suppliers, colleagues, and project beneficiaries.</li><li>• Maintain all documents related to procurement</li><li>• Contract management/monitoring</li><li>• Prepare payment recommendation</li><li>• Responsible to carry out any other task as assigned by the authority</li></ul>
<p><b>Age limit: Maximum 45</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 45000/- (Forty-five Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile:</b> Permanent Resident of Tripura</p>
<p>Note: - Only Online application will be considered.</p>

#### 4. Terms of Reference (ToR) for Finance Manager

<b>Finance Manager</b>
<p><b>Qualification:</b> MBA (Finance) or CA (Inter)</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b> Knowledge of Bangali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Responsible for financial management under the guidance of the Finance Specialist, PMU.</li><li>• Preparing UCs as per project requirement in prescribed/respective format.</li><li>• Assist in preparing for the annual audits.</li><li>• Coordinate with the team members for budgetary control and ensure expenditures are aligned properly against the project budgets.</li><li>• Ensure the timeliness of required financial reports to PMU/World Bank.</li><li>• Ensure timely payment of vendor's and other payments.</li><li>• Maintain financial records in Tally in a manner that facilitates timely and accurate management reports at month end.</li><li>• Ensure statutory deductions for TDS and others.</li><li>• Ensure timely receipts are prepared and submitted to the PMU accordingly.</li><li>• Ensure weekly bank reconciliation is done of every bank.</li><li>• Provide accurate and timely reporting on the financial activity of the project with the ability to provide information in a timely manner.</li><li>• Prepare and finalize timely and accurate submission of project financial reports (Monthly/Quarterly/Annually).</li><li>• Ensure that all the financial documents are filed and maintained under safe custody.</li><li>• Verify all the bills and vouchers and ensure that the finance policy of the organization is followed.</li><li>• Maintain the asset register</li><li>• Any other mandatory tasks that may arise from time to time need to be addressed.</li></ul>
<p><b>Age limit: Maximum 45</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 45000/- (Forty-five Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile:</b> Permanent Resident of Tripura</p>
<p>Note: - Only Online application will be considered.</p>

## 5. Terms of Reference (ToR) for District Programme Manager- Education

### District Programme Manager- Education

**Qualification:** Post graduate degree or diploma in Education/ Education Policy/ Early Childhood Education/ Management/ Development Studies from a recognized academic institution with 2 (two) years Diploma in Computer Application.

**Experience:** Minimum 2 years of post- qualification (in subject related to the position)

**Desirable:**

- Knowledge of Bangali or Kokborok
- Teacher & Subject Knowledge Assessment;
- Foundational learning;
- Teacher professional development across levels of education; and
- Vocational Education and career counseling

**Roles and Responsibilities:**

The District Project Manager-Education has to manage and oversee the project implementation in the District, working closely with SCERT, DIETs, CRPs, BRPs, Teachers and SMCs, ensuring the consulting agencies adhere to established timelines and quality standards by effectively interfacing between TSAs and Education PIU. The consultant will report to Senior Education Specialist and other Thematic Experts and work under the guidance, direction and control of PMU-TRESP & School Education Department. The Scope of services to be targeted under enriching Education in Aspirational Blocks of Tripura with the core focus areas such as developing schools into a participative learning organization to improve quality education for building a value-based society. The consultant will also work closely with every Hub school in the district, district level education functionaries and DIET. The specific roles are defined as bellow:

- The District Programme Manager – Education will work with the TRESP state education team to create the strategic, programmatic and operational goals and outcomes for the district.
- S/he will create the program dashboard for the district in line with project result areas and actual situation of the district.
- S/he will create periodical plan and is responsible for implementation of operations as per agreed timelines with TSAs.
- S/he will create micro-plan for implementation of the overall period-wise in consultation with TSAs and track them for progress.
- The District Manager will liaison with all stakeholders interested (e.g., parents etc.) / involved (e.g., School Management Committees etc.) in district operations/ program.
- S/he will coordinate with the necessary district level government education officers and bodies e.g., SCERT, DIET for implementation of the program. This includes but is not limited to developing the relationships with the district collector, office of the education officer, Samagra Shikha, as required.
- S/he will monitor, train and improve the relationship with block level and village level government bodies.
- S/he will ensure that all programmatic activities are implemented as per agreed timelines with expected quality.
- S/he will oversee the data collection and analysis in relation to programmatic intervention areas

- S/he will develop and share all periodic progress reports in a timely manner.
- Any other task as assigned by the Project authority.

**Age limit: Maximum 45** years as on last date of submission of application form for the position.

**Salary:** - 45000/- (Forty-five Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura

Note: - Only Online application will be considered.

## 6. Terms of Reference (ToR) for Young Professional (YP)

### Young Professional (YP)

**Qualification:** Full time PG -Degree/PG-Diploma in Rural Management/Rural Development or B.Sc. Agri/ Horti/ Fisheries/ BVSc & AH

**Experience:** Fresher

**Desirable:** Knowledge of Bangali or Kokborok

**Roles and Responsibilities:**

- Work closely with the Project Facilitation Team & Community Cadres by visiting the grass roots institutions i.e., SHGs, VOs, Producers Groups, CLFs.
- To create a system of quantifying the income increase or return derived through the intervention made or investment done through this project.
- Undertake periodic impact assessment studies & monitoring project activities.
- Capacity building programme.
- Conducting impact assessment and other studies.
- Conducting pilots, special and innovative interventions.
- Supporting knowledge management and strategic communication.
- Review and monitoring activities, including key performance indicators.
- Participate in meeting, event, conferences related to BPM, coordinate administrative preparation ensuring all necessary documents and prepare and distribute relevant post-event document (meeting minutes, action plan, summary documents) as required.
- Maintain relationship and liaison with internal staff/External stake-holder to exchange information and provide required support, as per project need.
- Any other task assigned by the Project authority

**Age limit:** Maximum 27 years as on last date of submission of application form for the position.

**Salary:** - 40000/- (Forty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura

Note: - Only Online application will be considered.

## 7. Terms of Reference (ToR) for District Manager – Livestock

### District Manager - Livestock

**Qualification:** Graduation in Veterinary Sciences

**Experience:** Minimum 1 years of post- qualification work experience (in subject related to the position)

**Desirable:** Knowledge of Bangali or Kokborok

#### **Roles and Responsibilities:**

- **Managing Livestock Operations:** Overseeing and managing all aspects of animal husbandry operations as per Livestock component under TRESP within your assigned district. This may include the care, health, and welfare of animals, ensuring compliance with regulations, and implementing best practices for livestock management and execution of the program, management and administration of concerned staff of different blocks under the district.
- **Monitoring Implementation and Production:** Tracking and analyzing production data to ensure optimal productivity and efficiency of the PGs under different blocks. This may involve monitoring animal performance, feed efficiency, reproductive performance, and overall herd health. S/he would be responsible for over-all coordination and facilitation of ARDD activities planned under PIP at district level under the guidance of state team of PIU-ARDD and Society for TRESP.
- **Budgeting and Financial Management:** Developing and managing budgets for the district's livestock operations under TRESP including that of BLBH and LSCs. This includes monitoring expenses, optimizing resource allocation, and keeping a track of training activities within the district.
- **Staff Management:** Supervising and guiding a team of livestock technicians, herdsman, and other staff members. This includes providing leadership, training, and performance evaluation, as well as ensuring a safe working environment.
- **Sales and Marketing:** Collaborating with sales and marketing teams to promote and sell livestock products, such as meat, milk, and other related products. This may involve developing marketing strategies, communicating with buyers, and ensuring product quality meets customer expectations.
- **Regulatory Compliance:** Staying up-to-date with relevant regulations, permits, and certifications related to livestock management. Ensuring compliance with animal welfare, food safety, and environmental regulations.
- **Relationship Management:** Building and maintaining relationships with farmers, suppliers, and other stakeholders in the industry. This may involve conducting farm visits, providing technical support, and fostering positive relationships to facilitate business growth.
- **Data Analysis and Reporting:** Collecting and analyzing data related to livestock operations, such as production metrics, financial performance, and environmental impact. Generating reports and presenting findings to stakeholders, making recommendations for improvements.
- **Offering expertise and assistance in troubleshooting breeding-related issues,** such as low conception rates, breeding disorders, or genetic abnormalities. Providing guidance on potential solutions and strategies to overcome these challenges.
- S/he would plan and execute the PG level input supply, fund availability, revolving working capital of the PGs, Market linkage etc and guide Livelihood Coordinator (Livestock/Fishery) on execution of field level functions.
- S/he would support concerned BPMs in designing various policy frameworks and developing and evaluating standard business plan related to animal husbandry interventions and program support in sync with other domain requirements.

- S/he would manage partnerships at district level including liaison with district administration, collaboration with multiple stakeholders, coordination and liaison with government departments/Banks/Social organizations and externally aided financial agencies for synergy and convergence.
- Responsible for data analysis, updating and reporting to PIU and Society for TRESP for regular monitoring and supervision of programme at the district including functioning of PGs under ARDD and its business performances,
- Roll out various required thematic interventions as well as support to the block team in conducting staff inductions/ Trainings/Master Trainers/Pashu Sakhis/Livelihood Coordinators/CB programs related to the concern domain/thematic area for staff as well as community cadre timely for quality program interventions.
- Plan and coordinate the capacity building of field staff (District team, Livestock Coordinators, Pashu sakhis and farmers) on relevant animal husbandry activities and value addition activities of animal origin food.
- Proactively plan, collate and carry out processes for the bulk requirement of inputs (Piglets, kids, chicks, feed, fodder, medicine, vaccine and other required equipment) at district/blocks in close coordination with CLF of the concerned blocks and ARDD department.
- Responsible for overall functioning and input requirements of Block Level Brooder Houses (BLBH), funding mechanism of BLBH, market and product sale and management of procurement of eggs and live chickens for sale
- Responsible for design and establishment of Livestock Support Center (LSC) under selected block/s of the district and ensure its functioning as one stop centre for input management (vaccines, feeds, medicines etc.) and product's market linkage (eggs package, labelling, logistics and meat sale points) as a part of overall marketing of the produce.
- Ensure training of the Community Resource Person/Community Cadre on animal insurance documentation processes required for issue of policy and settlement of claims and keep a record of all animals insured under the different blocks of the district.
- Coordinate with TRLM and block team for MIS and report generation.
- Any other duties assigned from the TRESP PMU on animal health and disease emergency and innovative approaches under the project.

**Age limit: Maximum 45** years as on last date of submission of application form for the position.

**Salary:** - 40000/- (Forty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura

**Note:** - Only Online application will be considered.

## 8. Terms of Reference (ToR) for District Manager – Fishery

### District Manager - Fishery

**Qualification:** Graduation in Fisheries Sciences

**Experience:** Minimum 1 years of post- qualification work experience (in subject related to the position)

**Desirable:** Knowledge of Bangali or Kokborok

**Roles and Responsibilities:**

- Coordination, Monitoring and management of the Project activities at the district level.
- Facilitating the project staff, agencies and communities in the implementation and management of the activities.
- Ensuring that the participant selection criteria are adhered to consistently by all the implementing agencies.
- Facilitating/organizing training programs, PRA, awareness camps, workshops, and seminars at block and district levels.
- Coordinating all project activities across sectors/disciplines (e.g. training and capacity-building programs)
- Organize regular monthly meetings for reviewing and pursuing the project activities as per the Annual Work Plan, follow up on actions taken report against the decision previous meeting.
- Facilitate dissemination of project information, particularly amongst the stakeholders.
- Identification of issues hindering the project implementation and take suitable/amicable mitigating measures or refer to the TWD-PMU for corrective measures.
- Coordinating & liaising with the Project manager/PMU/PIU's and other stakeholders of the project.
- Monitor compliance of project implementation pursuant to the laws/acts of the Government.
- Month-wise Collection and Documentation/uploading of the data (e.g. physical, financial, outcome, output, etc.) for the PMIS system.
- Collating monthly information related to the cluster of all the block/ agencies and submission to the district magistrate/Project Manager.
- Ensuring avoidance of duplicity of project activities with other schemes
- Convergence of complementary activities at the micro level (financial services to the entrepreneurs etc.)
- Support and Implementation of the assigned project activities at the ground level through the support of the TRESP Block team
- Achievement of physical and financial milestones.
- Field handholding, monitoring and Quality assurance.
- Coordination with line departments for project interventions.
- Working closely with producer communities and entrepreneurs to achieve the project development objectives.
- Any other task assigned by Project authority

**Age limit: Maximum 45** years as on last date of submission of application form for the position.

**Salary:** - 40000/- (Forty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura

**Note:** - Only Online application will be considered.

## 9. Terms of Reference (ToR) for Accounts Officer

### Accounts Officer

**Qualification:** Graduation in Commerce with certificate in Tally accounting

**Experience:** Minimum 1 years of post- qualification work experience (in subject related to the position)

**Desirable:** Knowledge of Bengali or Kokborok

**Roles and Responsibilities:**

- Responsible for accounts and book keeping, maintain proper documentation and entry of all accounting transactions, maintaining required physical records and online statements and reports.
- Manage bank and cash transactions and timely closure of books.
- Day-to-day payments and receipts and record appropriately in tally database.
- Ensure that the Vouchers to be adequately prepared and approved by the respective authorities
- Maintaining the records of all financial transactions.
- Prepare monthly, quarterly, half-yearly and annual accounting statements and reports required for monitoring the budgets, financial progress and for completion of the timely audits.
- Assist auditors at the time of auditing and prepare audit compliances
- Maintain the Asset register
- Deduction and timely deposit of statutory dues/ taxes
- Monitor actual vs. budgeted expenses
- Keeping all the documents updated for the reference of auditors for auditing purposes.
- Timely and qualitative preparation and submission of financial reports to the DPMU/PMU/PIU.
- Any other task assigned by Project authority

**Age limit: Maximum 45** years as on last date of submission of application form for the position.

**Salary:** - 35000/- (Thirty-five Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura

Note: - Only Online application will be considered.

## **10. Terms of Reference (ToR) for MIS cum Data Entry Operator**

### **MIS cum Data Entry Operator**

**Qualification:** Graduation with certificate course in computer (of min. 6 Months)

**Experience:** Minimum 1 years of post- qualification work experience (in subject related to the position)

**Desirable:** Knowledge of Bangali or Kokborok

**Roles and Responsibilities:**

- Perform all the duties related to data entry.
- Assist the concern officer for performing all official duties.
- Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.
- Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office.
- Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders.
- Maintain the office records.
- Perform any other duty assigned by the Unit head from time to time.

**Age limit: Maximum 45** years as on last date of submission of application form for the position.

**Salary:** - 35000/- (Thirty-five Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura

Note: - Only Online application will be considered.

### **11. Terms of Reference (ToR) for Cluster Coordinator - Agriculture & Horticulture**

<b>Cluster Coordinator - Agriculture &amp; Horticulture</b>
<p>❖ <b>Qualification:</b> Graduate in Agriculture / Horticulture from any Government recognized University/ Academic institution.</p> <p>❖ <b>Desirable:</b> Knowledge of Bangali or Kokborok</p>

## **Roles and Responsibilities:**

### **1. Project Implementation:**

- Cluster Coordinators are responsible for executing agricultural and horticultural projects within their assigned cluster or block. They follow the project plans and guidelines provided by the District Manager and Block Project Manager.
- They ensure that project activities are carried out efficiently and effectively, focusing on achieving the desired outcomes and targets at the local level.
- This involves overseeing activities such as crop cultivation, pest management, soil improvement, and other agricultural and horticultural practices within the cluster.
- Involve in other activities as directed by the BPM/District Manager-Agriculture & Horticulture.

### **2. Team Supervision:**

- Cluster Coordinators play a pivotal role in team management. They supervise field staff, extension workers, and other team members operating within the cluster.
- Responsibilities include assigning tasks, setting performance expectations, monitoring progress, and conducting regular evaluations of team members to ensure they are contributing effectively to project goals.

### **3. Resource Allocation:**

- They assist in the allocation and management of resources necessary for project implementation within the cluster. Resources may include human resources, equipment, and materials.
- Help the department of Agriculture in selection of the Block Trainers
- Collaborating with the Block Project Manager and District Manager, Cluster Coordinators ensure that resources are available when needed and are utilized optimally to support project objectives.

### **4. Stakeholder Engagement:**

- Cluster Coordinators actively engage with local stakeholders, building strong relationships with farmers, farmer groups, community leaders, and relevant local government officials within the cluster.

▪ They facilitate communication and collaboration between these stakeholders and project teams, ensuring that local knowledge and needs are integrated into project activities.

- Coordinate with the District DM - PHM & Marketing for Backward and forward linkages

**5. Training and Capacity Building:**

- Coordinate with the Technical Support Agency- Agriculture Extension Services, Krishi sakhi, trainers and other stake holders for FFS.
- Identifying training needs is an important aspect of their role. Cluster Coordinators assess the skills and knowledge gaps among project staff, beneficiaries, and farmers within the cluster.
- They organize and lead training programs designed to enhance agricultural and horticultural skills and practices. These programs may cover topics such as sustainable farming techniques, crop management, and pest control.
  - The goal is to empower individuals within the cluster with the knowledge and skills needed for improved agricultural and horticultural practices.
  - Any other task as & when assigned by the concerned Project authority / Reporting Officer.

**Age limit:**

Maximum 45 years as on last date of submission of application form for the position and she/he should be in good physical condition and willing to travel extensively in different parts of the State.

**Contract Tenure & Type of Engagement:-**

- Candidates would be initially recruited for one (01) year, which may be extended subject to renewal of service after every term of contract (with one day break) based on performance evaluation system of the Society and as per need of the project.
- The engagement will be on purely temporary basis and contractual in nature.

**Remuneration: -**

Rs. 35000/- (Thirty-five Thousand) only per month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura and having a valid PRTC.

## **12. Terms of Reference (ToR) for Cluster Coordinator - Livestock & Fishery**

<b>Cluster Coordinator - Livestock &amp; Fishery</b>
<p>❖ <b>Qualification:</b> Graduation in Veterinary / Fisheries Science from any Government recognized University / Academic institution.</p> <p>❖ <b>Desirable:</b> Knowledge of Bangali or Kokborok.</p>
<p>❖ <b>Roles and Responsibilities:</b></p> <ol style="list-style-type: none"><li>i. Coordination, implementation &amp; Management of the Project activities at the Block level.</li><li>ii. Facilitating the project staff, agencies and communities in the implementation and management of the project activities.</li><li>iii. Facilitating/organizing training programs, PRA, awareness camps, workshops, seminars etc.</li><li>iv. Organize regular monthly meeting for reviewing and pursuing the project activities as per the Annual Work Plan, follow up of action taken report against the decision previous meeting.</li><li>v. Month wise Collection and Documentation/uploading of the data (e.g. physical, financial, outcome, output, etc.) for the PMIS system.</li><li>vi. Collating monthly information related to cluster of all the block/ agencies and submission to the BDO/District Manager.</li><li>vii. S/he will be responsible to lead the Program at the block level and assist the district Team in planning concerned thematic area i.e., livelihoods, finance, training, exposure visit.</li><li>viii. S/he would be focal point for community social development, communication, M&amp;E, PG roll-out, CIF activities in particular block etc.</li><li>ix. S/he would be responsible for implementation and execution of all program activities and over-all coordination and facilitation of ARDD and /Fishery activities for ARDD/Fishery planned under PIP at block level under the guidance of PMU &amp; PIU under Society for TRESP.</li><li>x. Training and developing a cadre of CRPs, formation and strengthening of PG, VOs for scaling up in the various livelihood interventions. Active participation on producing Village Livelihood Plans (which details the current livelihoods of SHG HHs and potential opportunities).</li><li>xi. Coordinate and support in capacity building and training program,</li></ol>

managing operations of community support cadres, facilitating micro plan, supervising CIF utilization, Bank linkages, loan repayment and conflict resolutions at community institution level.

xii. Any other task as & when assigned by the concerned Project authority / Reporting Officer.

❖ **Age limit:**

Maximum 45 years as on last date of submission of application form for the position and she/he should be in good physical condition and willing to travel extensively in different parts of the State.

❖ **Contract Tenure & Type of Engagement:-**

- Candidates would be initially recruited for one (01) year, which may be extended subject to renewal of service after every term of contract (with one day break) based on performance evaluation system of the Society and as per need of the project.
- The engagement will be on purely temporary basis and contractual in nature.

**Remuneration:** - Rs. 35000/- (Thirty-five Thousand) only per month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile:** Permanent Resident of Tripura and having a valid PRTC.