

1. Terms of Reference (ToR) for Programme Manager - Monitoring & Evaluation (1 Nos.)

Programme Manager – Monitoring & Evaluation
<p>Qualification: Post Graduation in Economics/ Statistics/ Math / Management or MBA</p> <p>Experience: Minimum 3 years of post- qualification work experience (in subject related to the position)</p> <p>Desirable: Knowledge of Bangali or Kokborok</p> <p>Roles and Responsibilities:</p> <ul style="list-style-type: none">• Providing expertise in M&E planning and methodology• Participating in and providing support to project design activities including development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)• Developing a Monitoring and Evaluation plan• Helping determine performance and impact indicators and targets.• Assisting field staff for Periodic update of project related data.• Assist the team in providing capacity building/ hand holding support to the field level associate.• Assist Stakeholder coordination to ensure streamlined flow of data between PIUs, PMU and M&E agency.• Assist Coordinate with M & E consultants and contribute functional knowledge of M&E to derive insights from data to be gathered from surveys proposed under the TRESP.• Coordinate with M & E consultants to derive design of dashboards and MIS including data representation, templates etc.• Any other task assigned by the Project authority
<p>Age limit: Maximum 45 years as on last date of submission of application form for the position.</p>
<p>Salary: - 60000/- (Sixty thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p>Domicile: Permanent Resident of Tripura</p>
<p>Note: - Only Online application will be considered.</p>

2. Terms of Reference (ToR) for Programme Coordinator -IT (1 Nos.)

Programme Coordinator -IT
<p>Qualification: BE/BTech in IT/Computer Science or MCA</p> <p>Experience: Minimum 3 years of post- qualification work experience in IT project. (in subject related to the position).</p> <p>Desirable: Knowledge of Bangali or Kokborok</p> <p>Roles and Responsibilities:</p> <ul style="list-style-type: none">• Developing IT Infrastructure, Solutions Architecture, Pre-sales & Consulting, Cloud Advisory, Program Management, Cloud Assessment, Cloud Migration, or Enterprise Architecture.• Delivering innovative IT solutions and driving technological advancements for business growth.• Assist in the planning and coordination of program activities.• Manage communications through media relations, social media, etc.• Assist in the development of positive relationships both inside the team and with external parties.• Schedule and organize meetings/events, as well as keep track of the agenda.• Ensure that technology is used properly in all activities (video conferencing, presentations etc.)• Work to keep programs on track, under budget, and running smoothly.• Assist with program expansion and development as needed.• Coordinate interactions/relationships between employees, clients, administrators, and any other program participants• Create and keep track of program records, reports, presentations, and proposals• Any other task assigned by project authority
<p>Age limit: Maximum 45 years as on last date of submission of application form for the position.</p>
<p>Salary: - 60000/- (Sixty thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p>Domicile: Permanent Resident of Tripura</p>
<p>Note: - Only Online application will be considered.</p>

3. Terms of Reference (ToR) for Associate – Environment (1 Nos.)

Associate - Environment

Qualification: Full time PG -Degree/PG-Diploma in Environmental Planning/ Natural Resources Management/ Ecology / Environmental Studies/ Environmental Sciences/Forestry or Degree in Civil / Environment Engineering

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

Desirable:

- Knowledge of Bangali or Kokborok
- S/he should have Experience of working in natural resource, rural road/PMGSY, buildings, agriculture, horticulture, livestock, fishery and allied projects.
- Sound knowledge of environmental guidelines and practices - EIA, environmental laws/acts/policy/guidelines would be desirable.
- Experience in implementing environmental safeguard measures in External Aided Projects like WB, ADB, JICA, IGDC, any other EAP will be added advantage

Roles and Responsibilities:

The Environmental Associate (EA) at the PMU will assist the Environment Safeguard Specialist in effective implementation of activities of World Bank's Environment and Social Framework (ESF) and the applicable laws and policies of the government during Project Implementation, Operation and Monitoring. The EA will fully participate in environmental safeguard implementation with respect to the agreed environment commitments, procedures/mechanisms and action plans across project components and ensuring documentation and reporting in compliance with agreed standards across the project sub-components. The detailed roles and responsibilities for the EA are summarized below:

- Undertake regular field visits, coordinate, support the PIUs and Environment & Social experts and district/block teams of PIUs in implementation of all agreed ESMF/ESMP processes and Environment and Social Standards.
- Work closely and coordinate with i) E & S Specialists in PMU, PIU and contractors; ii) other project staff in state, district and block units; especially environmental, social, livelihoods experts; iii) State level government departments, service provider agencies and technical experts for better implementation of ESF and project interventions.
- Assist in conduct of orientation, trainings and exposure visits on project's ESMF, Environment and Social Commitment Plan (ESCP) and ESMPs for i) PMU & PIU teams in state, district and block units; ii) for ES specialists and DPR Consultants associated with project; iii) community-based organisations, resource persons and trainers.
- Support the PIUs, Contractors in implementation of Environment and Social Management Plans - especially those related to resource efficiency and pollution prevention, community health and safety, biodiversity conservation etc.
- Checking of documents and maintenance for environment compliance at Work Site/PIU/PMU with respect to review and approval of screening reports, risk mitigation plans, DPRs, bidding documents and contracts in line with agreed ESMF/ESMP.
- Collect regular data/report on field implementation of ESF processes, plans and interventions; in accordance with the agreed ESF Plan and national/local laws and policies.
- Any other ESF related tasks and duties, assigned by the Environment Specialist and/ 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.

4. Terms of Reference (ToR) for GIS Assistant (2 Nos.)

GIS Assistant (Level-5)
<p>❖ Qualification required: Bachelor degree in Engineering (Civil/ Computer Science/ Information Technology/ Planning) from a recognized University / Academic institution. OR Master degree in Geo-informatics/ Geology/ Geography from a recognized University/ Academic institution.</p> <p>❖ Desirable:- Candidate with GIS background such as Master Degree in Geo-informatics with bachelor degree on the above-mentioned subjects.</p>
<p>❖ Experience required: - Minimum 02 (Two) years of work experience (in subject related to the position in relevant field).</p> <p>❖ Desirable Experience:-</p> <ul style="list-style-type: none">• Candidate with experience using Arc-GIS software such as geo-spatial data layer preparation, analysis and layout preparation etc. in the Government System.• Experience of working in WB/ADB, other EAP funded projects.• Extensive experience of GIS Activities for social &/ rural development projects.
<p>❖ Key skills:-</p> <ul style="list-style-type: none">• Hands-on experience with GIS tools (ArcGIS Pro/ArcMap preferred), remote sensing and spatial analysis.• Basic knowledge of enterprise GIS platforms for geoportal management and mobile app integration.• Familiarity with satellite image processing and data validation.• Strong communication and coordination skills for working with stakeholders.
<p>❖ Key Roles and Responsibilities:-</p> <ul style="list-style-type: none">• Create and manage GIS data layers from GIS standard vector data (shapefiles etc), satellite imagery and field data. <p>❖ Interpret satellite images, classify data, and ensure accuracy for geoportal use.</p> <p>❖ Analyze GIS data, prepare statistics, and develop maps/visuals for decision-making.</p> <p>❖ Train non-GIS staff on GIS-based mobile applications.</p> <ul style="list-style-type: none">• Compile and validate field data collected via mobile apps before publishing to the portal.

❖ **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.

❖ **Age limit:**

Maximum 45 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.

❖ **Remuneration:**

Rs.45,000/- (Rupees Forty Fifty Thousand) only per month, which shall be paid after deducting necessary taxes, as applicable.

❖ **Domicile:**

Permanent Resident of Tripura having valid PRTC (as proof of identity & address) issued by the Government of Tripura.