

## **Engagement of Manpower for the World Bank aided - Tripura Rural Economic Growth & Service Delivery Project (TRESP)**

### **Background & Objective of the Project:**

The World Bank has approved Tripura Rural Economic Growth & Service Delivery Project (TRESP) to be implemented for 6 years. The project aims to promote socio-economic development and improve the quality of life of rural communities living in 23 tribal blocks of Tripura. TRESP has been developed as a multi-sectoral project that aims at improving economic opportunity, transport connectivity, as well as accessibility to essential social and economic amenities such as markets, schools, and other services. In addition, the project will also support institutional development and state capability building for improved planning, service delivery and governance with emphasis on strengthening tribal councils in the state.

Tribal Welfare Department, Government of Tripura is the nodal Department of TRESP. There are seven other PIUs namely Directorate of ARDD, Govt. of Tripura, Tripura Rural Livelihood Mission, Directorate of Secondary Education, Govt. of Tripura, Directorate of Information Technology, Govt. of Tripura, Directorate of Fisheries, Govt. of Tripura, Directorate of Agriculture & Horticulture, Govt. of Tripura, Public Works Department(R&B)/ PWD(Building), Govt. of Tripura. Society for TRESP will implement the said project. Society for TRSEP will hire the position on contractual basis initially for 1 year and extendable for 3 or more years based on yearly renewal (with one day break) subject to performance and need. The hired manpower may be posted at any place within Tripura. An applicant can apply for a maximum of two positions mentioning the preference. Reservation benefits will be available ONLY to the permanent residents of Tripura.

### **1. Terms of Reference (ToR) for Tribal Development, Training & Knowledge Management Specialist (1 Nos.)**

<b>Tribal Development, Training &amp; Knowledge Management Specialist</b>
<p><b>Qualification:</b> Full time PG -Degree in Anthropology/ Sociology/ Social Work/ Social Development/Rural Management/ Rural Development /Tribal development.</p> <p><b>Experience:</b> Minimum 10 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience of working with Government System and thorough knowledge of its functioning.</li><li>• Experience of working in WB, ADB, other EAP funded projects.</li></ul> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Compile relevant data on tribal blocks and institutional systems</li><li>• Facilitate Field Visits, Meetings, Consultations, Workshops, Trainings and Information/Document Gathering in respect of tribal blocks, including meetings with externally aided and NGO projects in the State and the region.</li><li>• Support Stakeholder Analysis and Stakeholder Engagement with tribal councils, village committee sand tribals themselves in the project area during project planning and Implementation.</li><li>• Work with the Social Gender &amp; Citizen Engagement Specialist in the PMU on interventions particularly those related to tribal engagement</li><li>• Help in development of guidelines, manuals keeping in mind systems and institutions in tribal areas</li></ul>

<ul style="list-style-type: none"> <li>• Monitor and provide oversight to all tribal welfare programs in project areas; adapt field implementation of the project in accordance with tribal needs</li> <li>• Assist TWD and Social Safeguard, Gender and Citizen Engagement Specialist in finalizing ESS Monitoring Indicators around tribals and integrating them with monthly progress reporting (MPR)/Quarterly Progress report (QPR) mechanisms and management information system (MIS);</li> <li>• Consolidate Implementation Progress Reports on key outcomes in tribal areas for PIUs and share with the Bank on a quarterly basis.</li> <li>• Support the Project Director in analyzing how other sources of funding (Tribal Sub Plan, funds from the Finance Commission) are being utilized.</li> <li>• Lead the process of documenting and developing appropriate policies and procedures that will support private sector engagement in Social, Agri and allied/farm sector.</li> <li>• Assess the demand for services and identify service delivery gaps across the state based on demographic and epidemiological profile of the state's population;</li> <li>• Identify and map sector resources (both public and private sectors) across various parts of the state; identify possible alternatives and innovations in service delivery mechanisms to overcome problems of access to quality services.</li> <li>• Identify and develop proposals to address service delivery gaps including scope of services, budgetary and financial outlays</li> <li>• Create awareness, trainings and disseminate programs and schemes to the population and help in designing and implementing plans for private sector NGO/Line departments or other stake holders engagement in accordance with the state policy.</li> <li>• Prepare estimates on the service volume, cost budgetary value, mutual obligations, geographical location, and identify appropriate stake holders from within the state or across the country</li> <li>• Present a report to the Project Director whenever required or his designated officer regarding the overall functioning of the planning system related to the project.</li> <li>• Participate in the assessment of financial sustainability and credibility of potential project partners; facilitate in identifying relevant parameters for financial modeling and evaluation of value-for-money in projects.</li> <li>• Coordination and organizing training on tribal related schemes/programs in consultation with thematic experts and various line departments</li> <li>• Any other tasks and duties assigned by the Project Director</li> </ul>
<p><b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile: Indian</b></p> <p>Note: - Only Online application will be considered.</p>

## **2. Terms of Reference (ToR) for Monitoring & Evaluation, MIS Specialist (1 Nos.)**

<b>Monitoring &amp; Evaluation, MIS Specialist</b>
<p><b>Qualification:</b> Full time PG -Degree in Management / Rural Management / Maths / Statistics / Economics or MBA</p> <p><b>Experience:</b> Minimum 10 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience of working with Government System and thorough knowledge of its functioning.</li><li>• Experience of working in WB, ADB, other EAP funded projects.</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>The M&amp;E Specialist will work under the guidance and supervision of the PD/COO, Society for TRESP and will work towards the attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and within the constraints of time and cost. For this, s/he will have to;</p> <p><b>1. M&amp;E function:</b></p> <ul style="list-style-type: none"><li>• Understand the requirements of all stakeholders and champion M&amp;E for the project</li><li>• Be familiar with and provide advisory support as well as guidance to data requirements of all concerned sectors with respective project implementation units</li><li>• Coordinate with and monitor the lead M&amp;E agency hired for TRESP</li><li>• Supervise all data collection efforts</li><li>• Liaise with thematic leads across functions</li><li>• Manage and support all data, MIS, and M&amp;E related staff appointed by the PMU</li><li>• Be accountable for the quality of M&amp;E outputs produced by the project, including those developed by the lead M&amp;E agency</li><li>• Undertake any task as assigned by the PD/ COO, Society for TRESP.</li></ul> <p><b>2. Periodic reporting of indicators in TRESP's results framework:</b></p> <ul style="list-style-type: none"><li>• Be accountable for the periodic collection of data and reporting of all indicators in the results framework</li><li>• Ensure that the project's M&amp;E plan is adhered to during the project's lifecycle</li><li>• Conduct regular and necessary quality checks to validate data</li></ul> <p><b>3. Other on-going monitoring and learning activities:</b></p> <ul style="list-style-type: none"><li>• Develop demand and interest for M&amp;E outputs across the project's sectors and functions</li><li>• Work closely with implementation staff to enable adoption of recommendations based on data-driven findings</li></ul> <p><b>4. Project evaluation:</b></p> <ul style="list-style-type: none"><li>• Ensure timeliness of each evaluation round</li><li>• With support from the procurement team, lead procurement of survey agencies</li><li>• Coordinate and supervise the survey rounds</li><li>• Manage dissemination events</li></ul>

<p><b>5. Training and Development:</b></p> <ul style="list-style-type: none"> <li>• Leverage training opportunities with the lead M&amp;E agency for capacity building of project staff</li> <li>• Support capacity building initiatives for data, MIS, and M&amp;E related staff</li> <li>• Any other task assigned by PD</li> </ul>
<p><b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile: Indian</b></p> <p>Note: - Only Online application will be considered.</p>

### 3. Terms of Reference (ToR) for Post Harvest & Marketing Specialist (1 Nos.)

Post Harvest & Marketing Specialist
<p><b>Qualification:</b> Full time PG -Degree in agribusiness / supply chain/rural management/development Or MBA (Marketing)</p> <p><b>Experience:</b> Minimum 10 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with Government System and thorough knowledge of its functioning.</li> <li>• Experience of working in WB, ADB, other EAP funded projects.</li> </ul> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work closely with the project team, value chain service providers, farmers, farmer groups, FPOs, aggregators, traders, processors etc. to meet their specific requirements in planning and the post-harvest management and value chain development activities.</li> <li>• Provide strategic guidance to the project in the area of post-harvest management and farm level and cluster based, FPO level value addition; Design, develop, and roll out appropriate procedures and processes for postharvest handling of agriculture (including horticulture) and allied commodities (covering piggery, fishery etc.), ensuring food hygiene and safety;</li> <li>• Work on agro logistics and supply chain management, to develop and implement a strategy for post-harvest management. This will include, technical training in appropriate post-harvest processes, agro-logistics, food safety and technical assistance for the establishment and management of post-harvest facilities including Common Service Centers (CSCs), farm level and off farm level storage structures.</li> <li>• Provide packaging solutions for identified commodities, bringing latest, cost-effective technical know-how and expertise to clusters/producers/FPOs, distributors and retailers and other value chain actors, adding value to their operations;</li> <li>• Liaise and coordinate with all stakeholders/relevant private sectors participants (e.g., agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.) who would be potentially interested in the development of value chains in the project area, and also with other similar projects in the state.</li> <li>• Develop Market linkages Inventory and carry out Needs Assessment to ascertain a clear need for market linkage currently under implementation</li> <li>• Assist to conduct market and value chain analyses of relevant commodities in the project areas. The analysis includes understanding and identifying the supply and demand situation of the targeted areas, characterizing and mapping the producers and buyers of relevant commodities and agricultural inputs.</li> <li>• Identify market linkage opportunities in agri and allied sectors and support the Clusters/Entrepreneurs/FPOs in undertaking them.</li> <li>• Identify needs and design of the curriculum, guidelines and procedures for different training packages related to agribusiness, market linkage and basic business module to be embedded in ToT.</li> <li>• Conduct stakeholder analysis to identify the main actors and other stakeholders (supporters and influencer) and how they can be linked to the eco system of the value chain related to smallholders</li> </ul>

<ul style="list-style-type: none"> <li>• Participate as a resource person in capacity building initiatives related to agribusiness and market linkage development</li> <li>• Develop a mechanism to establish the linkages between Producer Organizations (POs) and Agri-Business Enterprises (ABEs) supporting both input and output markets, including micro, small and mid-size enterprises (MSMEs) and traders,</li> <li>• Preparation of plan and implementation of value chain, distribution and Sales, market support and market Intelligence</li> <li>• Advocacy and lobbying for the interests of the Farm based Enterprises sector with existing institutions viz. PG/PC/PE on agriculture and small ruminant produce</li> <li>• Plan, identify, finalize, and establish post-harvest processing units.</li> <li>• Coordination with Govt. institutions, Banks, Private Sector to develop enterprises.</li> <li>• Supporting field operations as and where required at district, block and field level.</li> <li>• Monitoring of the operations and supporting in tracking the business performances.</li> <li>• Lead the process of documenting and developing appropriate policies and procedures that will support private sector engagement in Agri and allied/farm sector.</li> <li>• Assess the demand for services and identify service delivery gaps across the state based on demographic and epidemiological profile of the state's population;</li> <li>• Identify and develop proposals for appropriate models of engaging the private sector that are contextually appropriate to address service delivery gaps, including scope of services, scale of partnership, budgetary and financial outlays for such partnership.</li> <li>• Support the state in mapping and assessing private sector resources, develop a data base on private sector providers within and outside the state according to service categories for which they could be engaged;</li> <li>• Prepare estimates on the service volume, cost budgetary value, mutual obligations, geographical location, and identify appropriate stakeholders from within the state or across the country</li> <li>• Prepare appropriate documents such as Expression of Interest (EoI), Request for Proposal (RFP), Request for Quotation (RFQ), Memorandum of Understanding (MoU) and Contract agreements and liaise with procurement cell, legal cell and any transaction advisor engaged by the state to finalize such documents.</li> <li>• Undertake capacity building and handholding of CLFs/ Aggregation Center in business development and evaluation of value-for-money in the projects.</li> <li>• Support the procurement officer in preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for procurement;</li> <li>• Any other task assigned by Project Director.</li> </ul>
<p><b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile: Indian</b></p>
<p>Note: - Only Online application will be considered.</p>

**4. Terms of Reference (ToR) for Social Safeguard, Gender, Citizen Engagement Specialist**  
**(1 Nos.)**

<b>Social Safeguard, Gender, Citizen Engagement Specialist</b>
<p><b>Qualification:</b> Full time PG Degree in Anthropology / Sociology /Social Work/Social Development / Rural Management / Rural Development</p> <p><b>Experience:</b> Minimum 10 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>○ S/he should have Experience of working in rural road/PMGSY, buildings, agriculture, horticulture, livestock, fishery and allied projects.</li><li>○ S/he should have Experience of implementing social safeguard policies/standards in WB, ADB, other EAP funded projects.</li><li>○ S/he should have proven experience of working with Government System and thorough knowledge of its functioning.</li><li>○ Sound knowledge of Land Acquisition and Resettlement &amp; Rehabilitation (LA and R&amp;R) regulations applicable would be desirable.</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>The Specialist-Social Safeguard, Gender and Citizen Engagement in the PMU shall hold the overall responsibility for finalization, institutionalization and implementation of agreed social strategies in accordance with World Bank’s Environment and Social Framework (ESF) and the applicable laws and policies of the government. During project implementation, the Specialist will be responsible for leading the project teams for implementing and supervising the agreed social commitments, procedures/mechanisms and action plans across project components and ensuring supervision, monitoring and reporting in compliance with agreed standards, the detailed roles and responsibilities for the Specialist are summarized below.</p> <ul style="list-style-type: none"><li>● Prepare Monthly/Quarterly/Half yearly/Annually Action Plans on roll out and implementation of the agreed ESF plans and TWD component intervention.</li><li>● Work closely and coordinate with i) Environment and Tribal development Specialists in PMU, PIU ii) other project staff in state, district and block units; especially social, environment, tribal, institutional development experts; iii) World Bank’s Task Team, especially ESF Specialists; iv) state level government departments, service provider agencies and technical experts for better implementation of ESF and TWD interventions.</li><li>● Prepare ES operational manuals, guidelines, specific ESS plans, as agreed in ESCP/ESMF; Support preparation and use of relevant communication materials for community engagement, Gender, Grievance Redressal and ESF.</li></ul>

<ul style="list-style-type: none"> <li>• Conduct regular orientation, trainings, workshops and exposure visits on project's ESMF, ESCP and ESMPs for i) PMU &amp; PIU teams in state, district and block units; ii) for ESF specialists and DPR Consultants associated with project; iii) community-based organizations, resource persons and trainers.</li> <li>• Institutionalize and implement mechanism for preparation, review and approval of screening reports, risk mitigation plans and their integration in DPRs, bidding documents and contracts in line with agreed ESMF/ESMP.</li> <li>• Support the PIUs in implementation of ES plans, especially those related to land, resettlement, tribal development, stakeholder engagement, labor management, community health and safety, gender, inclusion, grievance redressal and citizen's engagement.</li> <li>• Undertake regular field visits, review meetings and training workshops to guide and support the E&amp;S experts and district/block teams of PIUs in implementation of all agreed ESMF processes and ESS Plans.</li> <li>• Supervise, monitor and adapt field implementation of ESF processes, plans and interventions; in accordance with the agreed ESF Plan and national/local laws and policies; Ensure effective monitoring, communication and documentation of ESF, tribal, gender and social development intervention</li> <li>• Finalize ESS Monitoring Indicators and integrate them with monthly progress reporting (MPR)/Quarterly Progress Report (QPR), mechanisms and management information system (MIS); Consolidate ESS Implementation Progress Report reports from PIUs and share with the Bank on a quarterly basis.</li> <li>• Any other tasks and duties, assigned by the Project Director</li> </ul>
<p><b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile: Indian</b></p>
<p>Note: - Only Online application will be considered.</p>



## 5. Terms of Reference (ToR) for GIS Specialist (1 Nos.)

GIS Specialist
<p><b>Qualification:</b> Bachelor degree in Engineering (Civil/ Computer Science/ Information Technology/ Planning) from a recognized University / Institute.</p> <p>OR</p> <p>Master degree in Science (Geo-informatics/Geology)/ Geography from a recognized University / Institute.</p> <p><b>Experience:</b> Minimum 10 years of working experience using GIS software, preferably with Arc-GIS software for vector data and Erdas Imagine for image processing.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>5 (five) years of experience in design &amp; development of GIS based web application software using ArcGIS/QGIS with .Net (with C# / JavaScript / Dojo) and Oracle/PostgreSQL.</li><li>Geo-spatial planning with multi-disciplinary fields is essential.</li><li>Understanding of spatial variation and temporal changes.</li><li>Experience on ArcGIS Enterprise database/ desktop editing environment.</li><li>Experience of technical report writing or publication on reputed journals.</li></ol> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>Design, develop and implement systems and databases for geospatial data</li><li>Standardize geographic data and GIS database design understanding stakeholders' requirements.</li><li>Research and conduct tests on new tools</li><li>Perform geospatial modeling and spatial analysis</li><li>Review GIS data for accuracy</li><li>Build, update, and maintain database, GIS software, and hardware</li><li>Administer and troubleshoot applications and GIS solutions</li><li>Analyzing spatial data through the use of mapping software, especially for agri &amp; allied sectors.</li><li>Discovering patterns and trends through spatial mapping of data.</li><li>Designing digital maps with geographic data and other data sources.</li><li>Creating "shapefiles" to merge topographical data with external data by layering external data over a topographical map.</li><li>Producing maps showing the spatial distribution of various kinds of data, including crime statistics and hospital locations.</li><li>Developing mapping applications and tools.</li><li>Converting physical maps into a digital form for computer usage.</li><li>Performing data munging and cleaning to convert data into its desired form.</li><li>Produce reports on geographic data and statistics generation utilizing data visualizations.</li><li>Managing a digital library of geographic maps in various file types.</li></ul>

<ul style="list-style-type: none"> <li>• Build and maintain relationships with external and internal partners to enhance their understanding about program standards and strategies; may manage relationships with external resource partners and other stakeholders;</li> <li>• Offer technical support to help to identify and resolve implementation problems and bottlenecks, advance progress of various activities and components, based on a thorough understanding of the development objectives and design of the project.</li> <li>• Supervised/ unsupervised classifications of satellite image and preparation of instant report understanding the requirement.</li> <li>• Script language such as Python, VBA is mandatory.</li> <li>• ArcGIS/QGIS with .Net (with C# / JavaScript / Dojo/ Python).</li> <li>• Should have experience on “field survey application development” using web GIS. Should have knowledge of preparation of GIS Dashboard. However, familiarity customization of GIS</li> <li>• Dashboard based on requirements based on thematic data.</li> <li>• Any other task as assigned by Project Director/authority</li> </ul>
<p><b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile: Indian</b></p> <p>Note: - Only Online application will be considered.</p>

**6. Terms of Reference (ToR) for Training Specialist (1 Nos.)**

<b>Training Specialist</b>	
<b>Qualification:</b> Full time PG -Degree in Sociology/ Social Work/ Social Development/Rural Management/ Rural Development /Tribal development/Public Administration.	
<b>Experience:</b> Minimum 10 years of post- qualification work experience in conducting training /training plan	
<b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience of working with Government System and thorough knowledge of its functioning.</li><li>• Experience of working in WB, ADB, other EAP funded projects.</li></ul>	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"><li>• Identifying training needs by evaluating strengths and weaknesses</li><li>• Translating requirements into training that will groom employees for the next step of their career path.</li><li>• Building annual training program and preparing teaching plans Educational.</li><li>• Evaluate employees and identify weaknesses</li><li>• Identify training needs according to needs</li><li>• Based on research, plan and implement training programs that will prepare employees for the next step of their career paths</li><li>• Build quarterly and annual training program</li><li>• Present all the technical and supply training requirements</li><li>• Prepare budget for training programs and workshops</li><li>• Encourage employees for training</li><li>• Oversee employee attendance and performance</li><li>• Track employee success and progress</li><li>• Manage the production of program marketing material in collaboration with the marketing team</li><li>• Communicate all the training programs on a timely basis</li><li>• Have a program announcement marketing strategy</li><li>• Prepare and deliver training courses</li><li>• Bring guest presenters if necessary</li><li>• Implement training KPIs</li><li>• Prepare and present reports on training program KIPs</li><li>• Any other task assigned by project authority</li></ul>	
<b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.	
<b>Salary:</b> - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.	
<b>Domicile: Indian</b>	
Note: - Only Online application will be considered.	

## **7. Terms of Reference (ToR) for Senior Education Specialist (1 Nos.)**

<b>Senior Education Specialist</b>
<p><b>Qualification:</b> Full time Post graduate degree in Education/ Education Policy/ Early Childhood Education/ Education Management/ Development Studies</p> <p><b>Experience:</b> Minimum 10 years of post- qualification (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with Government System and thorough knowledge of its functioning.</li> <li>• Experience of working in WB, ADB, other EAP funded projects.</li> </ul> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The incumbent will be responsible for all implementation &amp; monitoring of all aspects of educational interventions under TRESP in Tripura: intervention timelines, deliverables, coordination with multiple stakeholders, facilitating issuance of necessary government instructions etc.</li> <li>• The incumbent will prepare all technical documents required for expansion of physical infrastructure to support the new components, framework for ICT, strategy for community engagement for school governance, guidelines for conducting teacher and subject knowledge assessment, teacher training, foundational learning, vocational education and its rigorous implementation, monitoring etc. S/he will also be involved in preparation of DPRs, curation REoIs, RFPs and preparation of other reports as per need of the Department / PMU.</li> <li>• S/he will provide technical assistance/ advice/ recommendations on standards, tools, guidelines, policies, procedures that can contribute to the strengthening of program operations like Teacher and Subject Knowledge Assessment, Foundational Learning Enhancement, Capacity building of teachers at Elementary and Secondary level, IT interventions in Schools, Vocational Education and hand holding for career enhancement.</li> <li>• The incumbent will visit Hub schools as well as the feeder schools (Spoke schools) which will be connected with Hub schools and plan the gradual implementation of the project in the said school complex.</li> <li>• Visit field projects as per program requirements; coordinate for internal/ External technical assistance required by the project or as requested by field staff.</li> <li>• Lead project design processes offering research, technical writing, partnership development, and technical expertise in all aspects of the process in consultation with the functionaries of Education Department.</li> <li>• Devise comprehensive implementation and monitoring and evaluation plans for new programs.</li> <li>• S/he will be involved in data collection, analytics, measuring quality &amp; quantity standards of all outputs and deliverables while involved in data visualization, creating reports and dynamic dashboards for dissemination of insights as part of large-scale M&amp;E.</li> <li>• S/he will coordinate with Technical Support Agencies (TSAs) of the project and their key, non-key staffs on regular basis.</li> <li>• S/he will build and maintain relationships with external and internal partners to enhance their understanding about program standards and strategies; may manage relationships with external resource partners and other stakeholders.</li> <li>• S/he will conduct long range strategic plans of all project components, plus operational aspects of application execution within infrastructure.</li> </ul>

- S/he will offer technical support to help to identify and resolve implementation problems and bottlenecks, advance progress of various activities and components, based on a thorough understanding of the development objectives and design of the project. Specific focus on monitoring of budgets and implementation progress of major activities and components.
- Create a motivating and comfortable atmosphere which will ensure psychological wellbeing and strengthen the students' desire to attend school every day and thus, complete their academic cycle better.
- Give suggestions and action to be undertaken on importance and incorporation technology like smart classrooms, IT infrastructure and other relevant technologies.
- Any other task assigned by the PD/COO, Society for TRESP and Director, Department of Secondary Education, Government of Tripura.

**Age limit: Maximum 54** years as on last date of submission of application form for the position.

**Salary:** - 150000/- (One Lakh Fifty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.

**Domicile: Indian**

Note: - Only Online application will be considered.

## **8. Terms of Reference (ToR) for Teacher Training Expert (1 Nos.)**

<b>Teacher Training Expert</b>
<p><b>Qualification:</b> Post Graduate degree in any discipline with B. Ed or M.Ed</p> <p><b>Experience:</b> Minimum 7 years of post- qualification (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience of working with Government System and thorough knowledge of its functioning.</li><li>• Experience of working in WB, ADB, other EAP funded projects.</li></ul> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Coordination with Technical Support Agency (TSA) and working closely with SCERT, DIETs, CRPs, BRPs, Teachers and SMCs for In-service Teacher Professional Development for successful execution of the project.</li><li>• Periodical monitoring &amp; evaluation of the progress of work undertaken by the TSA and quality checking of the deliverables.</li><li>• Preparation of various technical reports for the Department and the Bank.</li><li>• Devising M&amp;E tools, data collection, analysis and sharing insights with stakeholders.</li><li>• Curation of REoI, RFP and other procurement documents in consultation with the Department and the Bank.</li><li>• Reviewing, extending support in planning, designing, getting permission, facilitation, monitoring of workshops, training sessions, and events to be undertaken by TSA.</li><li>• Providing feedback, advice, and individual training sessions to TSA.</li><li>• Collaborating with teachers and other staff to develop improved curricula, lesson plans, assessments, and classroom management techniques.</li><li>• Setting weekly, monthly, quarterly and yearly goals for teachers as well as students, and providing advice and guidance to ensure these goals are met.</li><li>• Returning to classrooms to reassess progress once teachers have completed their training.</li><li>• Supervising classroom activities, taking notes, and writing up reports to share with school administrators and relevant stakeholders.</li><li>• Developing new strategies and plans for an improved learning experience.</li><li>• Keeping abreast of developments in teaching as well as your relevant subject area.</li><li>• Building teacher networks and encouraging teachers to share their resources and knowledge.</li><li>• Observing lessons and identifying teachers' strengths and weaknesses.</li><li>• Any other task assigned by Project authority</li></ul>
<p><b>Age limit: Maximum 54</b> years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 125000/- (One Lakh Twenty Five Thousand only ) per Month, which shall be paid after deducting necessary taxes, as applicable.</p>
<p><b>Domicile: Indian</b></p> <p>Note: - Only Online application will be considered.</p>

## 9. Terms of Reference (ToR) for Programme Manager - Livestock (1 Nos.)

Programme Manager - Livestock
<p><b>Qualification:</b> Graduation in Veterinary Sciences</p> <p><b>Experience:</b> Minimum 3 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 in close coordination with PMU-TRESP, PIU-ARDD and TSA community-based Animal Husbandry support services with special focus on improved Pig varieties, small ruminant and backyard poultry to widen the horizon of livelihood activities under TRESP.</li> <li>• Over-all coordination on and facilitation of ARDD activities planned under PIP under guidance of PIU-ARDD.</li> <li>• Identify the procurement points within and outside the state for bulk procurement of inputs as per the project requirement, account for district-wise requirement and scope for input supply (piglet, kid, chicks, feed, vaccine, medicine etc) under the project; coordination with CLFs of different blocks for procurement as per Procurement manual and distribution of inputs in timely manner to the beneficiaries</li> <li>• Support concerned DMs-Livestock in implementing the project at district level, designing various policy frameworks and developing standard business plan related to animal husbandry interventions and program support in sync with other domain requirements.</li> <li>• Provide direction and management of work to the team deputed at district and the block level and responsible for data analysis, updating and reporting to PIU and Society for TRESP for regular monitoring and supervision of implementation programme.</li> <li>• Collaboration with multiple stakeholders, Input Supplier (both public and private), State Farms, Hatcheries, Breeding farms, Feed raw material supplier etc for effective collaboration and pipeline for the inputs under the project</li> <li>• Managing partnership and Coordination and liaison with government departments/Banks/Social organizations and externally aided financial agencies and developing effective working protocol with them.</li> <li>• To roll out various required thematic interventions as well as support to the district team in conducting staff inductions/trainings/Master Trainers/Pashu Sakhis/CB programs related to the concern domain/thematic area for staff as well as community cadre timely for quality program interventions.</li> <li>• Advise, 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.</li> <li>• Work proactively on the infrastructure and support services planned under the PIP of the PIU-ARDD on establishment of a modern feed processing plant, upgradation of Disease Diagnostic Laboratory, Fodder Development and initiation of Artificial Insemination in Pig (on a pilot basis).</li> <li>• Work and plan on input requirements (piglet, kid, chicks, feed, medicine and vaccine) for each district and manage the requirements in close coordination with TRLM and district/block team.</li> <li>• Support the PIU on scientific and modern technology dissemination towards augmentation of livestock productivity with special reference to pig, goat and backyard poultry sector along fodder development</li> <li>• Coordinate with Supply Chain Specialist, Market Linkage Specialist, and Institution Building (FPO) Specialist on forming farmer producer institutions, value addition initiatives (wherever applicable, such</li> </ul>

<p>as in piggery, Goatary, poultry etc.), and providing backward and forward marketing support to the farmers in animal husbandry sector.</p> <ul style="list-style-type: none"> <li>• Responsible for overall direction and guidance to district team on renovation of Block Level Brooder Houses (BLBH) and its functioning.</li> <li>• Identify and scope for formation of Livestock Support Center (LSC) under selected blocks under the project and develop SOP for its functioning as one stop centre for input marketing (vaccines, feeds, medicines etc.), egg marketing and meat marketing.</li> <li>• Responsible for guiding the district, block team and the cadres during disease outbreak and coordination with PIU on control measures and risk mitigation measures.</li> <li>• Provide Forward and Backward linkage support for Livelihood Project.</li> <li>• Facilitate preparation of the annual work plan and budget</li> <li>• Design various Innovative operating procedures, formats, templates, dashboards, etc. for extended and better implementation of the rural livelihood programmes.</li> <li>• Coordinate and monitor activities of State, District and Block by tracking overall performance of PGs, BLBH, LSCs, Training programs, Exposure visits etc.</li> <li>• Support the department in organizing workshops, seminars and field visits.</li> <li>• Prepare and support Implementation plans for the state and districts for smooth implementation of the Programmes.</li> <li>• Provide monitoring, capacity building and handholding support for social mobilization activities related to implementation of rural livelihood programmes of the State Government.</li> <li>• Any other activities assigned by the PIU/PMU-TRESP for the implementation of the project or as a part of innovative approach.</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> - 60000/- (Sixty 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>



## **10. Terms of Reference (ToR) for Programme Manager - Agriculture & Horticulture (1 Nos.)**

<b>Programme Manager - Agriculture &amp; Horticulture</b>
<p><b>Qualification:</b> Graduation in Agriculture/Horticulture</p> <p><b>Experience:</b> Minimum 3 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>  The Programme Manager - Agriculture &amp; Horticulture will work under the guidance and supervision of the Agriculture and Horticulture Specialist at PMU, Society for TRESP and will involve overseeing the broader program or project under which the Specialist operates, towards the attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and within the constraints of time and cost. For this, s/he will have to;</p> <ol style="list-style-type: none"> <li><b>1. Strategic Leadership:</b> <ul style="list-style-type: none"> <li>• The Program Manager plays a crucial role in defining the long-term strategy for the agriculture and horticulture program. They work closely with the Agriculture and Horticulture Specialist to establish the program's objectives and vision.</li> <li>• This involves setting clear goals, outlining the overall approach, and ensuring that all activities within the program align with these strategic objectives.</li> <li>• The Program Manager must continuously assess the program's direction, making adjustments as necessary to stay aligned with changing priorities or emerging opportunities.</li> </ul> </li> <li><b>2. Project Coordination:</b> <ul style="list-style-type: none"> <li>• Program Manager is responsible for overseeing the coordination of various projects and initiatives within the agriculture and horticulture program.</li> <li>• They work to facilitate communication and collaboration among different project teams and departments, ensuring that everyone is on the same page and working toward common goals.</li> <li>• This coordination can involve managing project timelines, dependencies, and resources to ensure that the program as a whole run smoothly and efficiently.</li> </ul> </li> <li><b>3. Resource Management:</b> <ul style="list-style-type: none"> <li>• Resource management is a critical aspect of the Program Manager's role. They allocate budgets, human resources, and equipment to different projects and activities within the agriculture and horticulture program.</li> <li>• They monitor the utilization of these resources to ensure that they are used effectively and efficiently to achieve program objectives while staying within budget constraints.</li> <li>• Resource management also involves identifying areas where additional resources may be needed and advocating for those resources when necessary.</li> </ul> </li> <li><b>4. Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>• Program Managers maintain and nurture relationships with key stakeholders involved in or affected by the agriculture and horticulture program.</li> <li>• They act as a liaison between the program and external entities, including government agencies, donors, partners, and local communities. <ul style="list-style-type: none"> <li>• Building and maintaining strong relationships with stakeholders is crucial for securing support, resources, and cooperation, which can be vital for the program's success.</li> </ul> </li> </ul> </li> <li><b>5. Monitoring and Reporting:</b></li> </ol>

<ul style="list-style-type: none"> <li>• Program Managers establish robust mechanisms for monitoring and evaluating the progress, guide the M&amp;E officer at the PIU and impact of the agriculture and horticulture program.</li> <li>• They regularly review project milestones, performance indicators, and data to assess the program's effectiveness in achieving its objectives.</li> <li>• Additionally, Program Managers are responsible for preparing comprehensive reports that summarize the program's achievements, challenges, and lessons learned.</li> <li>• These reports are typically shared with Agriculture and Horticulture Specialist to provide transparency and accountability for program outcomes.</li> <li>• Any other task assigned by the 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> - 60000/- (Sixty 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>

### **11. Terms of Reference (ToR) for Programme Manager - Fishery (1 Nos.)**

<b>Programme Manager - Fishery</b>
<p><b>Qualification:</b> Graduation in Fisheries Science</p> <p><b>Experience:</b> Minimum 3 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>• Implementation of the concerned project component and overseeing &amp; monitoring the implementation of the department-specific activities through their district/field level offices and identifying corrective actions;</li><li>• Preparation of the Annual Work Plan, consistent with the Project Development objectives and Project Appraisal Document (PAD);</li><li>• Management, coordination and technical support for implementation of sub-project activities</li><li>• Preparation of progress reports, including QPRs and Utilisation Certificates for the funds released</li><li>• Managing the service providers and external experts relating to the PIU for the implementation of project activities</li><li>• Planning and design of innovative sub-projects</li><li>• Identifying the success stories, conduct research work and lessons learnt from the successful projects.</li><li>• Arranging for training workshops on effective implementation of the Projects</li><li>• Developing close linkages and networks among the different project stakeholder agencies</li><li>• Submitting Sanction and Fund Release proposals to the PMU</li><li>• Overall procurement planning, implementation, procurement oversight and supervision and responsible for meeting project's compliance with procurement methods/procedures as agreed with World Bank</li><li>• Documenting and publishing success stories and research work.</li><li>• Providing monthly reports to the PMU as per the format to be made available by the implementing agency.</li><li>• Collecting updated data on the input/output indicators and consolidating and analysing the data provided by District officers.</li><li>• Responsible for preparing, implementing and monitoring their respective annual action plans.</li><li>• Responsible for monitoring the implementation of the individual activities of the subcomponent within the purview of the respective departments.</li><li>• Any other task assigned by the 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> - 60000/- (Sixty 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>

## **12. Terms of Reference (ToR) for Programme Manager PWD (1 Nos.)**

<b>Programme Manager PWD</b>
<p><b>Qualification:</b> BE Civil or Master degree in Civil Engineering</p> <p><b>Experience:</b> Minimum 3 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> <p>Programme Manager at the state level responsible for the implementation of road and building construction works will have a broader set of responsibilities compared to a Project Manager at the district level. The state-level Programme Manager oversees activities within the state and ensures that they align with state policies and objectives through coordinated efforts of the District Managers/ Safeguard Managers, SDOs of the PWD, DPR consultants, Construction consultants, contractors etc. Here are the typical roles and responsibilities of a Programme Manager at the state level in the implementation of road construction works:</p> <ul style="list-style-type: none"><li>• Review detailed engineering designs and any other design works using (a) an integrated approach that adopts smart growth principles, keeping in mind the future needs, potential impacts of such proposed investments on the surrounding land-use and communities in terms of environmental protection, economic development, poverty reduction, gender equity and social inclusion; (b) viable new technologies for enhancing efficiency of service delivery and effective coverage; and (c) adopting low-impact development and green infrastructure planning principles for any site-level master planning/design, as feasible.</li><li>• Review all available reports and data, road Inventory and condition surveys for road, bridges, cross-drainage structures and drainage provisions;</li><li>• Review reports from field surveys (site reconnaissance surveys, traffic surveys, topographical surveys, geotechnical and material and pavement investigations, including any hydrological and geological surveys as required, Considering the requirements for design of hill roads and necessity of slope stabilization/protection and any other engineering/ demand/ socio-economic surveys, etc.) and studies to establish a firm basis for design and DPR of project components. Undertake field visits, as required, for cross-verification of data / information.</li><li>• Review encumbrance relocation and replacement reports that identify the utilities to be replaced, removed, rehabilitated, or upgraded and prepare a detailed implementation plan with necessary cost estimates, for project sites.</li><li>• Review and finalize design reports with due consideration of climate change, disaster risk resilience and seismicity.</li><li>• Review the final detailed engineering design reports including stabilization/protection works for newly cut slopes and valley side protection works etc., and any other design works and technical specifications for roads and bridges/ cross-drainage structures as per the design parameters that meet all the prescribed national standards, IRC guidelines, MoRTH/ MoRD specifications and international best practices etc.</li><li>• Review bidding documents including verifying and checking item rate, detailed schedule of quantities and cost estimates as per approved SOR that meet all the prescribed national standards and international best practices.</li><li>• Support the implementing entity for roads (TPWD) and building in the evaluation of RFPs and bids</li><li>• Review reports and claims prepared by the Construction Supervision Consultant (CSC)</li><li>• Review reports prepared by transport sector policy and Integrated Transport Network Development Plan</li><li>• Review system reengineering reports, including RAMS, ePMS, etc.</li></ul>

<ul style="list-style-type: none"> <li>• Prepare Quarterly Progress Report for the road's component</li> <li>• Any other task as assigned by the Project Director/ authority.</li> </ul>
<b>Age limit: Maximum 45</b> years as on last date of submission of application form for the position.
<b>Salary:</b> - 60000/- (Sixty thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.
<b>Domicile:</b> Permanent Resident of Tripura
Note: - Only Online application will be considered.

### **13. Terms of Reference (ToR) for Programme Manager - Institution Building (1 Nos.)**

<b>Programme Manager - Institution Building</b>
<p><b>Qualification:</b> Post Graduation in Economics/ Sociology/ Social Work/ Rural Management/ Rural Development or Graduation in Agri / Horti / Vet / Fishery</p> <p><b>Experience:</b> Minimum 3 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 community institution building (CLF, PG &amp; FPO) nurturing, strengthening and make them vibrant &amp; sustainable.</li><li>• Facilitate the legal entity &amp; statutory compliance of community institutions.</li><li>• Developing systems, guidelines, process &amp; protocols for community institution building &amp; strengthening.</li><li>• Understanding and experience of rural agri.-based livelihood promotion activities with focus on PG commodity aggregation models.</li><li>• Capacity Building of community institutions, designing CB architecture, CB plan, preparing training modules, manuals &amp; develop training feedback system,</li><li>• Designing IEC, training hand books/reading materials.</li><li>• Establishing CMTC &amp; management of CMTC</li><li>• Preparing Annual Training Calendar in consultation with the stakeholders and orient the stakeholders</li><li>• Conducting training programmes, exposure visits, immersions, interface, awareness generation</li><li>• Develop &amp; Submit Training Modules, Manuals and Reading Materials with respect to CLF (&amp; CMTC), PG, FPO, etc</li><li>• Streamline &amp; strengthening existing systems, policies, guidelines, process, protocols &amp; develop new one as per requirement.</li><li>• Facilitate vision building &amp; BDP preparation development</li><li>• Any other task assigned by Project authority</li></ul>
<p><b>Age limit:</b> Maximum 45 years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 60000/- (Sixty 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>

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

<b>Programme Manager – Monitoring &amp; Evaluation</b>
<p><b>Qualification:</b> Post Graduation in Economics/ Statistics/ Math / Management or MBA</p> <p><b>Experience:</b> Minimum 3 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>• Providing expertise in M&amp;E planning and methodology</li><li>• Participating in and providing support to project design activities including development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)</li><li>• Developing a Monitoring and Evaluation plan</li><li>• Helping determine performance and impact indicators and targets.</li><li>• Assisting field staff for Periodic update of project related data.</li><li>• Assist the team in providing capacity building/ hand holding support to the field level associate.</li><li>• Assist Stakeholder coordination to ensure streamlined flow of data between PIUs, PMU and M&amp;E agency.</li><li>• Assist Coordinate with M &amp; E consultants and contribute functional knowledge of M&amp;E to derive insights from data to be gathered from surveys proposed under the TRESP.</li><li>• Coordinate with M &amp; E consultants to derive design of dashboards and MIS including data representation, templates etc.</li><li>• Any other task assigned by the 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> - 60000/- (Sixty 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>

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

<b>Programme Coordinator -IT</b>
<p><b>Qualification:</b> BE/BTech in IT/Computer Science or MCA</p> <p><b>Experience:</b> Minimum 3 years of post- qualification work experience in IT project. (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>• Developing IT Infrastructure, Solutions Architecture, Pre-sales &amp; Consulting, Cloud Advisory, Program Management, Cloud Assessment, Cloud Migration, or Enterprise Architecture.</li><li>• Delivering innovative IT solutions and driving technological advancements for business growth.</li><li>• Assist in the planning and coordination of program activities.</li><li>• Manage communications through media relations, social media, etc.</li><li>• Assist in the development of positive relationships both inside the team and with external parties.</li><li>• Schedule and organize meetings/events, as well as keep track of the agenda.</li><li>• Ensure that technology is used properly in all activities (video conferencing, presentations etc.)</li><li>• Work to keep programs on track, under budget, and running smoothly.</li><li>• Assist with program expansion and development as needed.</li><li>• Coordinate interactions/relationships between employees, clients, administrators, and any other program participants</li><li>• Create and keep track of program records, reports, presentations, and proposals</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> - 60000/- (Sixty 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>



**16. Terms of Reference (ToR) for Programme Manager - Training (1 Nos.)**

<b>Programme Manager - Training</b>
<p><b>Qualification:</b> PG -Degree/PG-Diploma in Sociology/ Social Work/ Social Development/Rural Management/ Rural Development/Tribal development/Public Administration</p> <p><b>Experience:</b> Minimum 3 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>• Creating and implementing program plans and schedules</li><li>• Plan the overall program and monitor progress to ensure that milestones are being met across various projects and programs.</li><li>• Communicating and collaborating with program stakeholders</li><li>• Coordinating with vendors related to the program.</li><li>• Supervising project managers and monitoring progress</li><li>• Identifying and assessing future and current training needs</li><li>• Drawing an overall or individualized training and development plan</li><li>• Deploying a wide variety of training methods.</li><li>• Identify training needs, create training plans, and deploy effective training programs for employees. Trainers, CBOs etc.</li><li>• Any other task assigned by the 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> - 60000/- (Sixty 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>

## **17. Terms of Reference (ToR) for Associate – Social (1 Nos.)**

<b>Associate – Social</b>
<p><b>Qualification:</b> Full time PG -Degree/PG-Diploma in Anthropology, Sociology, Social Work/Development, Rural Management/Rural Development</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Bangali or Kokborok</li> <li>• Experience of working in rural road/PMGSY, buildings, agriculture, horticulture, livestock, fishery and allied projects.</li> <li>• Sound knowledge of social guidelines/norms and practices - SIA, social laws/acts/policy/guidelines would be desirable.</li> <li>• Experience in implementing social safeguard measures in External Aided Projects like WB, ADB, JICA, IGDC will be added advantage.</li> </ul> <p><b>Roles and Responsibilities:</b></p> <p>The Social Associate (SA) at the PMU will assist the Social Safeguard, Gender and Citizen Engagement Specialist (SSGCE) 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 SA will fully participate in social safeguard implementation with respect to the agreed social 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 SA are summarized below:</p> <ul style="list-style-type: none"> <li>• Undertake regular field visits, coordinate, support the PIUs and E&amp;S experts and district/block teams of PIUs in implementation of all agreed ESMF processes and Environment and Social Standards (ESS).</li> <li>• Work closely and coordinate with i) ES, SSGCES, TDTKM Specialists in PMU, PIU and contractors; ii) other project staff in state, district and block units; especially environmental, social, tribal institutional development experts, livelihoods experts; iii) State level government departments, service provider agencies and technical experts for better implementation of ESF and project interventions.</li> <li>• Assist in conduct of orientation, trainings and exposure visits on project's ESMF, Environment and Social Commitment Plan and ESMPs for i) PMU &amp; 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.</li> <li>• Support the PIUs, Contractors in implementation of Environment and Social Management Plans - especially those related to land, resettlement, tribal development, stakeholder engagement, labor management, community health and safety, gender, inclusion, grievance redressal and citizen's engagement.</li> <li>• Checking of documents and maintenance for social 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.</li> <li>• 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.</li> <li>• Any other ESF related tasks and duties, assigned by the SSGCES and/ Project authority</li> </ul> <p><b>Age limit: Maximum 45 years</b> as on last date of submission of application form for the position.</p>

**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.

## **18. Terms of Reference (ToR) for Associate – Environment (1 Nos.)**

<b>Associate - Environment</b>
<p><b>Qualification:</b> Full time PG -Degree/PG-Diploma in Environmental Planning/ Natural Resources Management/ Ecology / Environmental Studies/ Environmental Sciences/Forestry or Degree in Civil / Environment Engineering</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Bangali or Kokborok</li><li>• S/he should have Experience of working in natural resource, rural road/PMGSY, buildings, agriculture, horticulture, livestock, fishery and allied projects.</li><li>• Sound knowledge of environmental guidelines and practices - EIA, environmental laws/acts/policy/guidelines would be desirable.</li><li>• Experience in implementing environmental safeguard measures in External Aided Projects like WB, ADB, JICA, IGDC, any other EAP will be added advantage</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>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:</p> <ul style="list-style-type: none"><li>• Undertake regular field visits, coordinate, support the PIUs and Environment &amp; Social experts and district/block teams of PIUs in implementation of all agreed ESMF/ESMP processes and Environment and Social Standards.</li><li>• Work closely and coordinate with i) E &amp; 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.</li><li>• Assist in conduct of orientation, trainings and exposure visits on project's ESMF, Environment and Social Commitment Plan (ESCP) and ESMPs for i) PMU &amp; 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• Any other ESF related tasks and duties, assigned by the Environment Specialist and/ Project authority.</li></ul>

**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.

### **19. Terms of Reference (ToR) for Finance Manager (2 Nos.)**

<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>

## **20. Terms of Reference (ToR) for Procurement Manager (2 Nos.)**

<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: - 45000/-</b> (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>

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

<b>District Programme Manager- Education</b>
<p><b>Qualification:</b> 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.</p> <p><b>Experience:</b> Minimum 2 years of post- qualification (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Bangali or Kokborok</li><li>• Teacher &amp; Subject Knowledge Assessment;</li><li>• Foundational learning;</li><li>• Teacher professional development across levels of education; and</li><li>• Vocational Education and career counseling</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>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 &amp; 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 below:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• S/he will create the program dashboard for the district in line with project result areas and actual situation of the district.</li><li>• S/he will create periodical plan and is responsible for implementation of operations as per agreed timelines with TSAs.</li><li>• S/he will create micro-plan for implementation of the overall period-wise in consultation with TSAs and track them for progress.</li><li>• The District Manager will liaison with all stakeholders interested (e.g., parents etc.) / involved (e.g., School Management Committees etc.) in district operations/ program.</li><li>• 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 Shiksha, as required.</li><li>• S/he will monitor, train and improve the relationship with block level and village level government bodies.</li><li>• S/he will ensure that all programmatic activities are implemented as per agreed timelines with expected quality.</li><li>• S/he will oversee the data collection and analysis in relation to programmatic intervention areas</li><li>• S/he will develop and share all periodic progress reports in a timely manner.</li><li>• Any other task as assigned by the Project authority.</li></ul>



**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.

## **22. Terms of Reference (ToR) for Manager Social Safeguard (1 Nos.)**

<b>Manager Social Safeguard</b>
<p><b>Qualification:</b> Full time PG -Degree/PG-Diploma in Anthropology, Sociology, Social Work/Development, Rural Management/Rural Development</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Bangali or Kokborok</li><li>• Experience of working in rural road/PMGSY/ buildings.</li><li>• Sound knowledge of social guidelines/norms and practices - SIA, social laws/acts/policy/guidelines would be desirable.</li><li>• Experience in implementing social safeguard measures in External Aided Projects like WB, ADB, JICA, IGDC will be added advantage.</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>The Manager Social Safeguard at the PWD in coordination with Social Safeguard, Gender and Citizen Engagement Specialist (SSGCE) at PMU will lead the implementation of agreed social strategies in accordance with World Bank's Environment and Social Framework (ESF) and the applicable laws and policies of the government with respect to the Road development activities. The SA (PWD) will fully participate in social safeguard implementation, monitoring, supervision with respect to the agreed social commitments, procedures/mechanisms and action plans across Road and building project components and ensuring documentation and reporting in compliance with agreed standards. The detailed roles and responsibilities for the SA are summarized below:</p> <ul style="list-style-type: none"><li>• Prepare 6 Monthly Action Plans on roll out and implementation of the agreed ESF plans on road component intervention</li><li>• Undertake regular field visits, coordinate with the Environment &amp; Social experts of the contractors in implementation of all agreed ESMF/ESMP processes and Environment and Social Standards of the road sub-component.</li><li>• Work closely and coordinate and support with i) E &amp; S Specialists in PMU; ii) PWD PIU team members including Programme Manager, District Manager, Road and building Engineer, officials of the PWD HQ, SDOs associated with the road and building sector intervention under the project; iii) Other Government Departments/Boards/Authority, service provider agencies and technical experts for better implementation of ESF and project interventions.</li><li>• Assist in conduct of orientation, trainings and exposure visits on project's ESMF, Environment and Social Commitment Plan (ESCP) and ESMPs for i) PIU teams in state, circle, division units; ii) DPR Consultants associated with project; iii) community members, resource persons and trainers.</li><li>• Support the Contractors in implementation of Environment and Social Management Plans - especially those related to land, resettlement, tribal development, stakeholder engagement, labor management, community health and safety, gender, inclusion, grievance redressal and citizen's engagement etc.</li><li>• Checking of documents and maintenance for social compliance at Work Site/PIU with respect to review and approval of screening reports, risk mitigation plans, DPRs, bidding documents and contracts in line with agreed ESMF/ESMP.</li><li>• Collect data regularly and prepare reports for field implementation of ESF processes, plans and interventions; in accordance with the agreed ESF Plan and national/local laws and policies.</li><li>• Any other ESF related tasks and duties, assigned by the SSGCES and/ Project authority. .</li></ul>

**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.

### **23. Terms of Reference (ToR) for Manager- Environment Safeguard (1 Nos.)**

<b>Manager- Environment Safeguard</b>
<p><b>Qualification:</b> Full time PG -Degree/PG-Diploma in Environmental Planning/ Natural Resources Management/ Ecology / Environmental Studies/ Environmental Sciences or Degree in Civil / Environment Engineering</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Bangali or Kokborok</li><li>• S/he should have Experience of working in natural resource, rural road/PMGSY/ buildings.</li><li>• Sound knowledge of environmental guidelines and practices - EIA, environmental laws/acts/policy/guidelines would be desirable.</li><li>• Experience in implementing environmental safeguard measures in External Aided Projects like WB, ADB, JICA, IGDC, any other EAP will be added advantage</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>The Manager Environment Safeguard at the PWD in coordination with Environment Specialist at PMU will lead the implementation of agreed environmental strategies in accordance with World Bank's Environment and Social Framework (ESF) and the applicable laws and policies of the government with respect to the Road development activities. The EA (PWD) will fully participate in environmental safeguard implementation, monitoring, supervision with respect to the agreed environment commitments, procedures/mechanisms and action plans across Road project components and ensuring documentation and reporting in compliance with agreed standards. The detailed roles and responsibilities for the EA are summarized below:</p> <ul style="list-style-type: none"><li>• Prepare 6 Monthly Action Plans on roll out and implementation of the agreed ESF plans on road component intervention. 2. Undertake regular field visits, coordinate with the Environment &amp; Social experts of the contractors in implementation of all agreed ESMF/ESMP processes and Environment and Social Standards (ESS) of the road sub-component.</li><li>• Work closely, coordinate and support with i) E &amp; S Specialists in PMU; ii) PWD PIU team members including Programme Manager, District Manager, Road and building Engineer, officials of the PWD HQs, SDOs associated with the road and building sector intervention under the project; iii) Other Government Departments/Boards/Authority – Forest, Revenue and PCB in particular, service provider agencies and technical experts for better implementation of ESF and project interventions.</li><li>• Assist in conduct of orientation, trainings and exposure visits on project's ESMF, Environment and Social Commitment Plan (ESCP) and ESMPs for i) PIU teams in state, circle, division units; ii) DPR Consultants associated with project; iii) community members, resource persons and trainers.</li><li>• Support the 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.</li><li>• Checking of documents and maintenance for environment compliance at Work Site/PIU with respect to review and approval of screening reports, risk mitigation plans, DPRs, bidding documents and contracts in line with agreed ESMF/ESMP.</li><li>• Collect data regularly and prepare reports for field implementation of ESF processes, plans and interventions; in accordance with the agreed ESF Plan and national/local laws and policies.</li><li>• Any other ESF related tasks and duties, assigned by the Environment Specialist and/ Project authority.</li></ul>

**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.

## **24. Terms of Reference (ToR) for Manager IT (2 Nos.)**

<b>Manager IT</b>
<p><b>Qualification:</b> B.E / Btech. in IT / CSE/Electronics and Communication or MSc. in Computer Science / MCA</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>• Managing and maintaining computer systems, networks, servers, and software applications.</li><li>• Troubleshooting hardware and software issues and providing technical support to end-users.</li><li>• Installing, configuring, and updating software and hardware components.</li><li>• Implementing security measures and protocols to protect systems and data from unauthorized access.</li><li>• Monitoring system performance and identifying potential issues or improvements.</li><li>• Collaborating with other IT professionals, departments, or external vendors to meet business needs.</li><li>• Researching and recommending new technologies, tools, and best practices to enhance IT infrastructure and operations.</li><li>• Keeping up-to-date with industry trends and advancements in technology.</li><li>• Operation and maintenance of MIS and other digital monitoring and management systems, GIS etc.</li><li>• Any other task assigned by Project authority</li></ul>
<p><b>Age limit:</b> Maximum 45 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>

## **25. Terms of Reference (ToR) for District Programme Manager - Public Works (4 Nos.)**

<b>District Programme Manager - Public Works</b>
<p><b>Qualification:</b> BE Civil or Master degree in Civil Engineering</p> <p><b>Experience:</b> Minimum 2 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Bangali or Kokborok</li><li>• S/he should have Experience of working in natural resource, rural road/PMGSY/ buildings.</li></ul> <p><b>Roles and Responsibilities:</b></p> <p>The roles and responsibilities of a District Manager in the implementation of road and building construction works in the field is critical to ensure that projects are completed efficiently, safely, timely and in compliance with all regulations, standards and terms &amp; conditions of the agreement. Here are the typical roles and responsibilities of a District Manager in this context:</p> <p><b>Project Planning:</b></p> <ul style="list-style-type: none"><li>• Develop project plans, schedules.</li><li>• Determine resource requirements, including labor, equipment, and materials.</li><li>• Collaborate with Engineers of the Department, Technical Examiner, Contractor and other stakeholders to create detailed construction plans coordination with other Dept. for clearances and approval</li></ul> <p><b>Quality Control:</b></p> <ul style="list-style-type: none"><li>• Implement quality control measures to meet construction specifications and standards.</li><li>• Conduct regular inspections to identify and address defects and deviations.</li></ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"><li>• Enforce safety policies and procedures to prevent accidents and injuries.</li><li>• Ensure compliance with occupational health and safety regulations.</li></ul> <p><b>Environmental &amp; Social Management:</b></p> <ul style="list-style-type: none"><li>• Ensure that the construction agency has engaged S&amp;E specialist for the work.</li><li>• Comply with environmental regulations and standards.</li><li>• Review the ESMP report and ensure that the agency is implemented the ESMP properly.</li><li>• Implement environmental protection measures to minimize the impact of construction on the environment.</li></ul> <p><b>Cost Management:</b></p> <ul style="list-style-type: none"><li>• Monitor project expenses and control costs within the Tender value/ budget.</li><li>• Review the technical soundness and necessity of extra item, deviation etc.</li><li>• Review the contractor's and Technical Examiner's invoices and expense reports.</li></ul> <p><b>Risk Management:</b></p> <ul style="list-style-type: none"><li>• Identify potential risks and develop contingency plans.</li><li>• Manage and resolve issues that may arise during construction.</li></ul>

**Stakeholder Communication:**

- Act as the primary point of contact for local authorities, community members, and other stakeholders.
- Provide regular updates on project progress and address concerns.

**Reporting and Documentation:**

- Maintain detailed project records, including construction logs, financial reports, and documentation of change orders.
- Prepare regular status reports and presentations for higher-level management.
- Submit monthly and quarterly physical and financial progress report including the report on Environmental & Social aspects as per World Bank guidelines & requirement.

**Regulatory Compliance:**

- Ensure that all construction activities adhere to local, state, and federal regulations.
- Ensure that the agency has obtain necessary permits and approvals from regulatory authorities.

**Closeout and Handover:**

- Coordinate the completion of the construction project, ensuring all punch-list items are resolved.
- Hand over the completed project to the relevant authorities or stakeholders.
- A District Programme Manager in road and building construction plays a pivotal role in overseeing and managing the construction process to ensure the successful completion of projects on time, within budget, and in accordance with quality and safety standards. Their ability to plan, manage resources, communicate effectively, and resolve issues is crucial to the overall success of the construction projects within their district.
- Any other tasks 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.



**26. Terms of Reference (ToR) for Finance & Procurement Manager (3 Nos.)**

<b>Finance &amp; Procurement Manager</b>
<p><b>Qualification:</b> MBA (Finance) or CA (Inter) or Graduate in Commerce/ economics or Advanced Certified Degree/ Diploma in SCM/ Public Procurement</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>• Prepare, monitor, and update the project's budget provide regular financial reports to the reporting authority.</li><li>• Maintain accurate financial records, ledgers, and journals, and ensure data integrity.</li><li>• Monitor expenditures against approved budgets</li><li>• Implement procurement plans 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 financial and 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></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>

**27. Terms of Reference (ToR) for Monitoring & Evaluation – Manager (3 Nos.)**

<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>

**28. Terms of Reference (ToR) for Additional Programme Manager Financial Inclusion (1 Nos.)**

<b>Additional Programme Manager - Financial inclusion</b>
<p><b>Qualification:</b> Degree in Economics/ Commerce / finance / Rural Management/ Rural Development</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 system &amp; facilitate microfinance program for CLF &amp; PG</li> <li>• Develop credit policy &amp; working capital fund flow mechanism</li> <li>• Micro enterprise promotion and farmer financing/PG timely</li> <li>• Vision &amp; Mission building of community institutions, Business Development Plan preparation,</li> <li>• Financial projection preparation, financial ratio analysis, Demand Collection Balance, Overdue-PAR analysis,</li> <li>• Working with community based financial institutions</li> <li>• To design Microfinance System, guideline designing, designing loan Product &amp; services</li> <li>• Ensure digital payment solutions</li> <li>• Facilitate livestock insurance &amp; crop insurance of farmers</li> <li>• Coordinate with general insurance company or its channel partner agency</li> <li>• Ensure bank account opening of PG &amp; CLF, ensure PG &amp; CLF Bookkeeping, internal &amp; external audit</li> <li>• Organise &amp; conduct training &amp; exposure on micro finance, agri. finance for staff &amp; cadres</li> <li>• Manage Financial literacy related programs.</li> <li>• Follow risk management and compliance procedures</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>

**29. Terms of Reference (ToR) for District Programme Manager (5 Nos.)**

<b>District Programme Manager</b>
<p><b>Qualification:</b> BSc. In Agri / Horti / Vet / Fishery or Graduation in Economics/ Sociology/ Social Work/ Social Development/ Rural Management/ Rural Development</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>• Creating and implementing program plans and schedules</li><li>• Preparing programme Implementation plan.</li><li>• Organizing District Level review meeting and orientation workshops.</li><li>• Managing workforce and resource allocation</li><li>• Identifying and mitigating potential risks and challenges</li><li>• Communicating and collaborating with program stakeholders</li><li>• Coordinating with Line Departments related to the program.</li><li>• Supervising District &amp; Block TRESP officials / subordinates and monitoring progress.</li><li>• Any other work assigned by concerned officer</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>

### **30. Terms of Reference (ToR) for Young Professional (YP) (4 Nos.)**

<b>Young Professional (YP)</b>	
<p><b>Qualification:</b> Full time PG -Degree/PG-Diploma in Rural Management/Rural Development or B.Sc. Agri/ Horti/ Fisheries/ BVSc &amp; AH</p> <p><b>Experience:</b> Fresher</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>• Work closely with the Project Facilitation Team &amp; Community Cadres by visiting the grass roots institutions i.e., SHGs, VOs, Producers Groups, CLFs.</li><li>• To create a system of quantifying the income increase or return derived through the intervention made or investment done through this project.</li><li>• Undertake periodic impact assessment studies &amp; monitoring project activities.</li><li>• Capacity building programme.</li><li>• Conducting impact assessment and other studies.</li><li>• Conducting pilots, special and innovative interventions.</li><li>• Supporting knowledge management and strategic communication.</li><li>• Review and monitoring activities, including key performance indicators.</li><li>• 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.</li><li>• Maintain relationship and liaison with internal staff/External stake-holder to exchange information and provide required support, as per project need.</li><li>• Any other task assigned by the Project authority</li></ul>	
<p><b>Age limit: Maximum 27</b> years as on last date of submission of application form for the position.</p>	
<p><b>Salary:</b> - 40000/- (Forty 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>	

### **31. Terms of Reference (ToR) for District Manager - Agriculture & Horticulture (5 Nos.)**

<b>District Manager - Agriculture &amp; Horticulture</b>
<p><b>Qualification:</b> Graduation in Agriculture/Horticulture</p> <p><b>Experience:</b> Minimum 1 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> <p><b>Project Implementation and Oversight:</b></p> <ul style="list-style-type: none"><li>• Lead and oversee the implementation of agricultural and horticultural projects within the assigned district, ensuring they align with the program's broader goals and strategies.</li><li>• Work closely with the District Project Manager and Program Manager at the State level to translate program objectives into actionable plans for the district.</li></ul> <p><b>Resource Allocation and Management:</b></p> <ul style="list-style-type: none"><li>• Allocate district-level resources, including budgets, personnel, and equipment, to support project execution effectively.</li><li>• Collaborate with the Program Manager at the State level to ensure resource allocation aligns with the overall program's priorities and budget constraints.</li><li>• Stakeholder Engagement and Coordination:</li><li>• Build and maintain strong relationships with local stakeholders, including farmers, government agencies, NGOs, and community leaders.</li><li>• Collaborate with stakeholders to facilitate project implementation and ensure their active participation and support.</li></ul> <p><b>Monitoring, Evaluation, and Reporting:</b></p> <ul style="list-style-type: none"><li>• Establish monitoring mechanisms to track project progress and outcomes within the district.</li><li>• Evaluate project performance regularly and make necessary adjustments to improve results and maintain alignment with program goals.</li><li>• Prepare and submit regular reports on project progress, challenges, and achievements to the District Project Manager and Program Manager at the State level.</li></ul> <p><b>Technical Support and Capacity Building:</b></p> <ul style="list-style-type: none"><li>• Provide technical guidance and support to Cluster Coordinator-Agriculture at the Block and beneficiaries, addressing any technical challenges that may arise during project implementation.</li><li>• Identify training needs among district-level staff and beneficiaries and organize training programs to enhance skills and knowledge.</li><li>• Ensure that district-level agricultural and horticultural activities are in alignment with the program's defined objectives and deliverables set by the Program Manager at the State level.</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>

**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.

### 32. Terms of Reference (ToR) for District Manager – Livestock (5 Nos.)

District Manager - Livestock
<p><b>Qualification:</b> Graduation in Veterinary Sciences</p> <p><b>Experience:</b> Minimum 1 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>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• S/he would manage partnerships at district level including liaison with district administration, collaboration with multiple stakeholders, coordination and liaison with government</li></ul>



<p>departments/Banks/Social organizations and externally aided financial agencies for synergy and convergence.</p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Coordinate with TRLM and block team for MIS and report generation.</li> <li>• Any other duties assigned from the TRESP PMU on animal health and disease emergency and innovative approaches under the project.</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> - 40000/- (Forty 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>

### **33. Terms of Reference (ToR) for District Manager – Fishery (5 Nos.)**

<b>District Manager - Fishery</b>
<p><b>Qualification:</b> Graduation in Fisheries Sciences</p> <p><b>Experience:</b> Minimum 1 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>• Coordination, Monitoring and management of the Project activities at the district level.</li><li>• Facilitating the project staff, agencies and communities in the implementation and management of the activities.</li><li>• Ensuring that the participant selection criteria are adhered to consistently by all the implementing agencies.</li><li>• Facilitating/organizing training programs, PRA, awareness camps, workshops, and seminars at block and district levels.</li><li>• Coordinating all project activities across sectors/disciplines (e.g. training and capacity-building programs)</li><li>• 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.</li><li>• Facilitate dissemination of project information, particularly amongst the stakeholders.</li><li>• Identification of issues hindering the project implementation and take suitable/amicable mitigating measures or refer to the TWD-PMU for corrective measures.</li><li>• Coordinating &amp; liaising with the Project manager/PMU/PIU's and other stakeholders of the project.</li><li>• Monitor compliance of project implementation pursuant to the laws/acts of the Government.</li><li>• Month-wise Collection and Documentation/uploading of the data (e.g. physical, financial, outcome, output, etc.) for the PMIS system.</li><li>• Collating monthly information related to the cluster of all the block/ agencies and submission to the district magistrate/Project Manager.</li><li>• Ensuring avoidance of duplicity of project activities with other schemes</li><li>• Convergence of complementary activities at the micro level (financial services to the entrepreneurs etc.)</li><li>• Support and Implementation of the assigned project activities at the ground level through the support of the TRESP Block team</li><li>• Achievement of physical and financial milestones.</li><li>• Field handholding, monitoring and Quality assurance.</li><li>• Coordination with line departments for project interventions.</li><li>• Working closely with producer communities and entrepreneurs to achieve the project development objectives.</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> - 40000/- (Forty 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>

34. **Terms of Reference (ToR) for District Manager - Post Harvest & Marketing (5 Nos.)**

District Manager - Post Harvest & Marketing
<p><b>Qualification:</b> Graduation in Agribusiness / Supply Chain/Rural Management/Development /Business Management / BBA</p> <p><b>Experience:</b> Minimum 1 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> The District Manager - PHM &amp; Marketing will work under the guidance and supervision of the District Project Manager at DPMU, Society for TRESP and will involve overseeing the broader program towards the attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and within the constraints of time and cost. For this, s/he will have to;</p> <ol style="list-style-type: none"><li><b>1. Project Implementation and Oversight:</b><ul style="list-style-type: none"><li>• Lead and oversee the implementation of agricultural and horticultural projects within the assigned district, ensuring they align with the program's broader goals and strategies.</li><li>• Work closely with the District Project Manager and Program Manager at the State level to translate program objectives into actionable plans for the district.</li></ul></li><li><b>2. Resource Allocation and Management:</b><ul style="list-style-type: none"><li>• Allocate district-level resources, including budgets, personnel, and equipment, to support project execution effectively.</li><li>• Collaborate with the Program Manager at the State level to ensure resource allocation aligns with the overall program's priorities and budget constraints.</li></ul></li><li><b>3. Stakeholder Engagement and Coordination:</b><ul style="list-style-type: none"><li>• Build and maintain strong relationships with local stakeholders, including farmers, government agencies, NGOs, and community leaders.</li><li>• Collaborate with stakeholders to facilitate project implementation and ensure their active participation and support.</li></ul></li><li><b>4. Monitoring, Evaluation, and Reporting:</b><ul style="list-style-type: none"><li>• Establish monitoring mechanisms to track project progress and outcomes within the district.</li><li>• Evaluate project performance regularly and make necessary adjustments to improve results and maintain alignment with program goals.</li><li>• Prepare and submit regular reports on project progress, challenges, and achievements to the District Project Manager and Program Manager at the State level.</li></ul></li><li><b>5. Technical Support and Capacity Building:</b><ul style="list-style-type: none"><li>• Provide technical guidance and support to Cluster Coordinator-Agriculture at the Block and beneficiaries, addressing any technical challenges that may arise during project implementation.</li><li>• Identify training needs among district-level staff and beneficiaries and organize training programs to enhance skills and knowledge.</li><li>• Ensure that district-level agricultural and horticultural activities are in alignment with the program's defined objectives and deliverables set by the Program Manager at the State level.</li></ul></li></ol>

<ul style="list-style-type: none"> <li>Any other task assigned by Project authority</li> </ul>
<b>Age limit: Maximum 45</b> years as on last date of submission of application form for the position.
<b>Salary:</b> - 40000/- (Forty Thousand only) per Month, which shall be paid after deducting necessary taxes, as applicable.
<b>Domicile:</b> Permanent Resident of Tripura
Note: - Only Online application will be considered.

### 35. Terms of Reference (ToR) for Block Programme Manager (23 Nos.)

Block Programme Manager
<p><b>Qualification:</b> BSc. In Agri / Horti / Vet / Fishery or BBA or Graduation in Economics/ Sociology/ Social Work/ Social Development/ Rural Management/ Rural Development</p> <p><b>Experience:</b> Minimum 1 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>• Identify stakeholders like vulnerable, socially excluded groups, Women, Differently abled, SC/STs, minorities and other under privileged sections and mobilize them into Self Help Groups and its federations.</li><li>• Undertake field visits proactively.</li><li>• Roll-out Micro Plan process for community and their institutions.</li><li>• Facilitate Credit linkage support to SHGs through timely disbursement of Community Support Fund (like- Start-up fund, RF, CIF, VRF, etc.) and Bank Linkage</li><li>• Provide necessary technical and management support for implementation of all Mission activities and conduct regular review meetings.</li><li>• Support Community Federations in layering activities like social security and development, convergence, livelihoods activities, partnership, etc.</li><li>• Facilitate in development of Community Cadre.</li><li>• Undertake regular monitoring through field visits</li><li>• Take up any other task as allocated by competent authority</li></ul>
<p><b>Age limit:</b> Maximum 45 years as on last date of submission of application form for the position.</p>
<p><b>Salary:</b> - 40000/- (Forty 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>

**36. Terms of Reference (ToR) for MIS cum Data Entry Operator (29 Nos.)**

<b>MIS cum Data Entry Operator</b>
<p><b>Qualification:</b> Graduation with certificate course in computer (of min. 6 Months)</p> <p><b>Experience:</b> Minimum 1 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>• Perform all the duties related to data entry.</li><li>• Assist the concern officer for performing all official duties.</li><li>• Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.</li><li>• Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office.</li><li>• Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders.</li><li>• Maintain the office records.</li><li>• Perform any other duty assigned by the Unit head from time to time.</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> - 35000/- (Thirty-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>

**37. Terms of Reference (ToR) for Cluster Coordinator - Agriculture & Horticulture (23 Nos.)**

<b>Cluster Coordinator - Agriculture &amp; Horticulture</b>
<p><b>Qualification:</b> Graduate in Agriculture / Horticulture</p> <p><b>Experience:</b> Minimum 1 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> <p><b>1. Project Implementation:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• They ensure that project activities are carried out efficiently and effectively, focusing on achieving the desired outcomes and targets at the local level.</li><li>• This involves overseeing activities such as crop cultivation, pest management, soil improvement, and other agricultural and horticultural practices within the cluster.</li><li>• Involve in other activities as directed by the BPM/District Manager-Agriculture &amp; Horticulture.</li></ul> <p><b>2. Team Supervision:</b></p> <ul style="list-style-type: none"><li>• Cluster Coordinators play a pivotal role in team management. They supervise field staff, extension workers, and other team members operating within the cluster.</li><li>• 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.</li></ul> <p><b>3. Resource Allocation:</b></p> <ul style="list-style-type: none"><li>• They assist in the allocation and management of resources necessary for project implementation within the cluster. Resources may include human resources, equipment, and materials.</li><li>• Help the department of Agriculture in selection of the Block Trainers</li><li>• 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.</li></ul> <p><b>4. Stakeholder Engagement:</b></p> <ul style="list-style-type: none"><li>• Cluster Coordinators actively engage with local stakeholders, building strong relationships with farmers, farmer groups, community leaders, and relevant local government officials within the cluster.</li><li>• They facilitate communication and collaboration between these stakeholders and project teams, ensuring that local knowledge and needs are integrated into project activities.</li><li>• Coordinate with the District DM - PHM &amp; Marketing for Backward and forward linkages</li></ul>

**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 assigned by the 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.



### **38. Terms of Reference (ToR) for Cluster Coordinator - Livestock & Fishery (23 Nos.)**

<b>Cluster Coordinator - Livestock &amp; Fishery</b>
<p><b>Qualification:</b> Graduation in Veterinary / Fishery</p> <p><b>Experience:</b> Minimum 1 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b> Knowledge of Bengali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Coordination, implementation &amp; Management of the Project activities at the Block level</li><li>• Facilitating the project staff, agencies and communities in the implementation and management of the project activities.</li><li>• Facilitating/organizing training programs, PRA, awareness camps, workshops, seminars etc.</li><li>• 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>• Month wise Collection and Documentation/uploading of the data (e.g. physical, financial, outcome, output, etc.) for the PMIS system.</li><li>• Collating monthly information related to cluster of all the block/ agencies and submission to the BDO/District Manager.</li><li>• 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>• 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>• 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>• 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>• Coordinate and support in capacity building and training program, managing operations of community support cadres, facilitating micro plan, supervising CIF utilization, Bank linkages, loan repayment and conflict resolutions at community institution level.</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> - 35000/- (Thirty-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>

### **39. Terms of Reference (ToR) for Accounts Officer (30 Nos.)**

<b>Accounts Officer</b>
<p><b>Qualification:</b> Graduation in Commerce with certificate in Tally accounting</p> <p><b>Experience:</b> Minimum 1 years of post- qualification work experience (in subject related to the position)</p> <p><b>Desirable:</b> Knowledge of Bengali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Responsible for accounts and book keeping, maintain proper documentation and entry of all accounting transactions, maintaining required physical records and online statements and reports.</li><li>• Manage bank and cash transactions and timely closure of books.</li><li>• Day-to-day payments and receipts and record appropriately in tally database.</li><li>• Ensure that the Vouchers to be adequately prepared and approved by the respective authorities</li><li>• Maintaining the records of all financial transactions.</li><li>• 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.</li><li>• Assist auditors at the time of auditing and prepare audit compliances</li><li>• Maintain the Asset register</li><li>• Deduction and timely deposit of statutory dues/ taxes</li><li>• Monitor actual vs. budgeted expenses</li><li>• Keeping all the documents updated for the reference of auditors for auditing purposes.</li><li>• Timely and qualitative preparation and submission of financial reports to the DPMU/PMU/PIU.</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> - 35000/- (Thirty-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>

**40. Terms of Reference (ToR) for Office Assistant (7 Nos.)**

<b>Office Assistant</b>
<p><b>Qualification:</b> HS (+2) or equivalent with Certificate course in computer</p> <p><b>Desirable:</b> Knowledge of Bengali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Answering and directing phone calls</li><li>• Scheduling appointments and meetings for other employees.</li><li>• Maintaining files</li><li>• Managing office supplies</li><li>• Responding to customer queries.</li><li>• Organizing the office and assisting associates to optimize processes.</li><li>• Sorting and distributing communications in a timely manner</li><li>• Greeting and receiving visitors</li><li>• Using “back-office” computer systems.</li><li>• Keeping an inventory of office supplies and ordering new materials as needed.</li><li>• Helping manage the office correspondence</li><li>• Performing general clerical and administrative tasks</li><li>• Roles and Responsibilities:</li><li>• Perform any other duty assigned by the senior officer from time to time.</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> - 24000/- (Twenty Four 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>

**41. Terms of Reference (ToR) for Support Staff (37 Nos.)**

<b>Support Staff</b>
<p><b>Qualification:</b> Madhyamik Pass</p> <p><b>Desirable:</b> Knowledge of Bengali or Kokborok</p> <p><b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Answering and directing phone calls and seniors</li><li>• Scheduling appointments and meetings for other employees.</li><li>• keeping the office infrastructure functional.</li><li>• Managing office supplies</li><li>• Greeting and receiving visitors and arranging the food and vehicle for seniors.</li><li>• Helping to manage the office correspondence</li><li>• Performing general clerical and administrative tasks.</li><li>• Perform any other duty assigned by the senior officer time to time.</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> - 16000/- (Sixteen 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>