

## Eligibility Criteria, Job Descriptions and Other Details of Consultants

### **Specialist - Education**

#### **Eligibility Criteria**

**Qualification:-** Any Post Graduate Degree or PG Degree in Education/ Education Policy/ Early Childhood Education/ Education Management/ Developmental Studies from any Government recognized University/Academic institution.

**Experience Required:-** Minimum 10 (ten) years of work experience (in subject related to the position in relevant field).

#### **Desirable Experience:-**

- Experience of working with Government System and thorough knowledge of its functioning.
- Experience of working in WB/ADB, other EAP funded projects.
- Extensive experience in a large-scale Educational Project related to Education Policy/ Reduction of School Drop-outs/ Foundational Learning/ Teachers Training etc.

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

1. The incumbent will be responsible for all implementation & 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.
2. 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 REOs, RFPs and preparation of other reports as per need of the Department / PMU.
3. 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.
4. 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.
5. Visit field projects as per program requirements; coordinate for internal/ External technical assistance required by the project or as requested by field staff.

6. Lead in execution of 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.
7. Devise comprehensive implementation and monitoring and evaluation plans for Project related activities.
8. S/he will be supporting in data collection, analytics, measuring quality & quantity standards of all outputs and deliverables while involved in data visualization, creating reports & dynamic dash-boards for dissemination of insights as part of large-scale M&E.
9. S/he will coordinate with Technical Support Agencies (TSAs) of the project and their key, non-key staffs on regular basis.
10. S/he will manage all the external and internal Stakeholders.
11. S/he will conduct long range strategic plans of all project components, plus operational aspects of application execution within infrastructure.
12. 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.
13. Give suggestions and action to be undertaken on importance and incorporating technology like-smart classrooms, IT infrastructure and other relevant technologies.
14. Any other task assigned by the PD/COO, Society for TRESP and Director, Department of Secondary Education, Government of Tripura.

**Age limit:**

Age should be less than 54 years (Should be in good physical condition and willing to travel extensively in different parts of the State).

**Remuneration:** Rs. 1.5 lakh per month

**Domicile:** Indian National.

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## **Eligibility Criteria, Job Descriptions and Other Details**

### **Specialist - Procurement**

#### **Eligibility Criteria**

**Qualification:** MBA (Finance/Procurement)/ Post Graduate Degree in Management (Finance/Procurement) from any Government recognized University/Academic institution.

Or,

Any Post Graduate Degree from any Government recognized University/Academic institution.

Or

Advanced Certified Degree in Procurement & Logistic Management/ Public Procurement from any Government recognized University/Academic institution.

**Experience Required:-** Minimum 10 (Ten) years of work experience (in subject related to the position in relevant field).

**Desirable Experience:**

- Experience of working with Government System and thorough knowledge of its functioning.
- Experience of working in WB/ADB, other EAP funded projects.
- Extensive experience of Procurement/Purchase Department, Financial Planning and Budgeting for social or rural development projects.

**Roles and Responsibilities:**

1. To provide guidance and assistance in procurement of works, goods, and consulting services for the TRESP in compliance with the World Bank Procurement Guidelines.
2. Prepare appropriate documents for PMU and PIU such as scope of the Project, invitations for bids, Expression of Interest (EoI), Request for Proposal (RFP), Request for Quotation (RFQ), Memorandum of understanding (MoU) and Contract agreements and liaise with PIUs, Legal Cell and any transaction advisor engaged by the state to finalize such documents.
3. Preparing Procurement Plans, Bidding Documents etc. for each sub project activities, ensure inclusion of ESMP and budget of implementation of ESMP in bid documents,
4. Prepare the Procurement Manual of TRESP with support from PMU/PIU colleagues.
5. Assisting PMU and PIU in bid process management, collating bid queries and preparing clarifications, comparative analysis, assist PMU in bid evaluation and advise in award of works upon review of clearance of safeguard requirements.
6. Assist in the preparation of evaluation reports using World Bank's standard evaluation report forms for all contracts;
7. Regularly update the procurement plan as implementation progresses; contract management and administration of all signed Contracts; preparation of periodic

procurement progress reports and work closely with the Finance to ensure disbursement is smooth;

8. Assist auditors / Bank staff during auditing / post procurement reviews.
9. S/he will have a major responsibility of operationalizing the procurement systems under the TRESP Operation Manual and provide leadership in operating and strengthening these systems.
10. S/he is required to make site visits as per requirement of the works. S/he will also advise the line departments in finalizing the new DPRs, if any.
11. Prepare estimates on the service volume, cost budgetary value, mutual obligations, geographical location and identify appropriate stake holders.
12. Present a report to the Project Director or Reporting Officer regarding Institutional building activities in the project area.
13. Preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for procurement.
14. Support the committee set up to examine, evaluate and negotiation of the bids, in close consultation with the procurement department on the terms of the contract.
15. Perform other duties as and when assigned by the Reporting authority.

**Age limit:**

Age should be less than 54 years (Should be in good physical condition and willing to travel extensively in different parts of the State)

**Remuneration:** Rs. 1.5 lakh per month.

**Domicile:** Indian National.

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## Eligibility Criteria, Job Descriptions and Other Details of Consultants

<b>Specialist - Livestock</b>
<b>Eligibility Criteria</b>
<p><b>Qualification:</b> Degree/ Post Graduate Degree/ Ph.D. in Veterinary Medicine/ Animal Husbandry/Veterinary Science/ M.Sc. (Zoology) from any Government recognized University/ Academic institution.</p> <p><b>Experience Required:</b> Minimum 10 (Ten) years of work experience (in subject related to the position in relevant field).</p> <p><b>Desirable Experience:</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><li>• Extensive experience of promoting &amp; working for PG/ SHGs/ FPOs/ CLF etc. for social or rural development in Livestock sector.</li></ul>
<p><b>Roles and Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Design, management and implementation of different Animal Resource Development based livelihood project based activities including preparation of DPR and PIP.</li><li>2. Develop a community-based Animal Husbandry support services with special focus on improved livestock varieties, small ruminant support to widen the horizon of livelihood activates.</li><li>3. Management of different stakeholders to streamline Supply Chain System with Market Linkage and Institution Building for PG/ SHGs/ FPOs/ CLF etc. undertaking value addition initiatives (wherever applicable in livestock sector).</li><li>4. Data analysis, updating and reporting.</li><li>5. Capacity building of ARDD staff, other associated field staff and farmers on value addition and livelihood cadres on forward and backward linkages of produce in general.</li><li>6. Regular monitoring and supervision of program-based activities.</li><li>7. Documenting program-based activities and develop appropriate policies &amp; procedures.</li><li>8. Assess the demand for services and identify service delivery gaps across the state based on TRESP Project activities.</li><li>9. 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></ol>

10. Prepare estimates on the service volume, cost budgetary value, mutual obligations, geographical location, and identify appropriate stake holders from within the project area.
11. 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.
12. Present a report to the Project Director whenever required or his designated officer regarding the overall functioning of the respective Department related to the project.
13. 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.
14. Support the committee set up to examine, evaluate and negotiation of the bids, in close consultation with the procurement department on the terms of the contract.
15. Perform other duties as and when assigned by the Reporting authority.

**Age limit:**

Age should be less than 54 years (Should be in good physical condition and willing to travel extensively in different parts of the State)

**Remuneration:** Rs. 1.5 lakh per month.

**Domicile:** Indian National.

**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:</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>

## **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 bellow:</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 Shikha, 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.)**

### **Manager Social Safeguard**

**Qualification:** Full time PG -Degree/PG-Diploma in Anthropology, Sociology, Social Work/Development, Rural Management/Rural Development

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

**Desirable:**

- Knowledge of Bangali or Kokborok
- Experience of working in rural road/PMGSY/ buildings.
- Sound knowledge of social guidelines/norms and practices - SIA, social laws/acts/policy/guidelines would be desirable.
- Experience in implementing social safeguard measures in External Aided Projects like WB, ADB, JICA, IGDC will be added advantage.

**Roles and Responsibilities:**

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:

- Prepare 6 Monthly Action Plans on roll out and implementation of the agreed ESF plans on road component intervention
- Undertake regular field visits, coordinate with the Environment & Social experts of the contractors in implementation of all agreed ESMF/ESMP processes and Environment and Social Standards of the road sub-component.
- Work closely and coordinate and support with i) E & 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.
- 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.
- 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.
- 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.
- 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.
- Any other ESF related tasks and duties, assigned by the SSGCES and/ Project authority. .

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

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

**Domicile:** Permanent Resident of Tripura

Note: - Only Online application will be considered.

**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>

**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>

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

<b>District Manager - Livestock</b>
<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>• <b>Managing Livestock Operations:</b> 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>• <b>Monitoring Implementation and Production:</b> 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>• <b>Budgeting and Financial Management:</b> 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>• <b>Staff Management:</b> 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>• <b>Sales and Marketing:</b> 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>• <b>Regulatory Compliance:</b> 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>• <b>Relationship Management:</b> 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>• <b>Data Analysis and Reporting:</b> 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>• <b>Offering expertise and assistance in troubleshooting breeding-related issues,</b> such as low conception rates, breeding disorders, or genetic abnormalities. Providing guidance on potential solutions and strategies to overcome these challenges.</li><li>• <b>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.</b></li><li>• <b>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.</b></li><li>• <b>S/he would manage partnerships at district level including liaise with district administration, collaboration with multiple stakeholders, coordination and liaison with government</b></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.)**

<b>District Manager - Post Harvest &amp; Marketing</b>
<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>
<p><b>1. 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>2. 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></ul>
<p><b>3. Stakeholder Engagement and Coordination:</b></p> <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>
<p><b>4. 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>5. 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></ul>

- Any other task assigned by Project authority

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

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

**Domicile:** Permanent Resident of Tripura

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

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

**Cluster Coordinator - Agriculture & Horticulture**

**Qualification:** Graduate in Agriculture / Horticulture

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

**Desirable:** Knowledge of Bangali or Kokborok

**Roles and Responsibilities:**

**1. Project Implementation:**

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

**2. Team Supervision:**

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

**3. Resource Allocation:**

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

**4. Stakeholder Engagement:**

- Cluster Coordinators actively engage with local stakeholders, building strong relationships with farmers, farmer groups, community leaders, and relevant local government officials within the cluster.
- They facilitate communication and collaboration between these stakeholders and project teams, ensuring that local knowledge and needs are integrated into project activities.
- Coordinate with the District DM - PHM & Marketing for Backward and forward linkages

**5. Training and Capacity Building:**

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