

STATE PROJECT MANAGER – ENTERPRISE PROMOTION

Summary of the Post:

Name of the Post-	SPM – Enterprise Promotion
Level of posting	SPMU Office, State level
Qualifications	MBA in Finance / Rural Management / Marketing / Supply Chain Management from an institution of repute or CA or ICWA.
Experience	At least 5 years of experience of working in non-farm livelihoods sector like Micro-enterprises development, Collectives and Producer Companies or in the private sector in a Business Leadership / Management role.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 33650 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Roles	SPM (Enterprise Promotion) shall be the nodal person in the state for implementing the NRETP components including One Stop Facility (OSF) Centres, Incubators and Clusters. S/he will lead technical and field-based activities including enterprise development, business support services and capacity building support and ensure that both the quantitative and qualitative targets are met.

Position-1 (State Level) Duty Station- SPMU

Reporting

- As part of State Project Management Unit, the incumbent will report to PD (LPs & SHG) / State Mission Director, RGAVP.

Key Responsibilities

- Prepare annual action plan for non-farm livelihoods component of NRETP.
- Prepare and evaluate project proposals to be submitted to the NRLM for funding under the NRETP.
- Develop partnerships with Government/private sector/technical institutions on various aspects like capacity building of various stakeholders (community cadre, entrepreneurs), market support, technical assistance, technology support, enterprise management etc.
- Work with Technical Support Agencies to meet project objectives
- Develop an eco-system of human resources comprising of functional experts and mentors in the state for supporting enterprises development.
- Support the teams at block and district level for effective and timely implementation of the programme; conduct regular review meeting at various levels.

- Ensure that the enterprises supported under the program are sustainably financially viable within the defined timelines of the project.
- Facilitate forward and backward linkages for the enterprises set up under the programme.
- Facilitate and monitor the creation of competitive advantages for the enterprises supported by the SRLM, like creation of brand, compliance with statutory compliances, reaching economies of scale, access to various government schemes, convergence etc.
- Monitor progress of the entrepreneurship development component, analyse MIS and project performance data and take necessary corrective action.
- Ensure deployment of technology platform for enterprise and cluster support and use of data analytics for performance tracking and decision making at enterprise and SRLM level.
- Develop SOPs, manuals and guidelines for various components of the programme.
- Ensure documentation of case studies, best practices, and learning notes throughout project implementation.
- Comply with necessary administrative processes to ensure smooth implementation of entrepreneurship development component in the field.
- Review the performance of the non-farm livelihoods team at all levels in the state and support them in the successful fulfilment of their responsibilities.
- Co-ordinate with the other thematic leads in the SRLM and ensure that the SRLM evolves a robust ecosystem that supports the growth of community owned and managed growth enterprises and value chains.

Job Related Competencies:-

- Ability to plan, organize, and control resources, procedures to achieve specific goals.
- Ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meets deadlines.
- Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design.
- Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships.
- Ability to generate commitment, excitement and excellence in others.
- Ability to get things done while exercising good judgement.
- Sound Business knowledge and skills. Specially In business analytics and management.
- Strong in communication and negotiation skills.
- Data driven, open to learning and adaptable, should be willing to adapt to ground realities.
- Ability to network with agencies and have experience of working for developing market linkages.
- Skill of managing a business, preparing business plans, evaluating financial viability and business plans, are key skills that are critical for this role.
- Ability to think out of the box and come up with innovative solutions to business challenges and problems.
- Should be interested to work with the rural poor to create a more inclusive society.
- Honest, fair and objective in work.
- A Self-starter and a target-oriented person.
- Willing to travel extensively in the field for 10-15 days a month.

Qualification and Experience

- MBA in Finance / Rural Management / Marketing / Supply Chain Management from an institution of repute or CA or ICWA.
- At least 5 years of experience of working in non-farm livelihoods sector like Micro-enterprises development, Collectives and Producer Companies or in the private sector in a Business Leadership / Management role.
- Experience of managing/starting business and managing them for growth and profitability will be given preference.
- Demonstrable experience of project management and team management ensuring the delivery of high-quality program.
- Must be computer literate, able to MS-Office applications and internet with proficient in English and Hindi language.

Salary

- Rs. 33650 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (MIS)

Summary of the Post:

Name of the Post-	Project Manager (MIS)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognised institute and minimum 5 years of experience post qualification in the relevant field. Experience of working in RGAVP would be an added advantage.
Type of Appointment	Direct Contract
Salary (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	The Project Manager (MIS) assist SPM (MIS) and will be responsible for data management, data analysis and the dissemination of the same and will update the SPMU. Also inform DPMU and below level institutions on the required progress of the project.

Position-1 (State Level) Duty Station- Office of the RGAVP, Yojana Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The Project Manager (MIS) will assist SPM (ME&L) and will be responsible for data management, data analysis and the dissemination of the same and will update the SPMU. Also inform DPMU and below level institutions on the required progress of the project.

Job Profile

- Responsible for the aspects related to MIS as a whole.
- Data, management, data analysis, data /information dissemination to SPMU, Divisional level, DPMUs, PFTs on the issues related to progress, quality of data, Monthly Progress Report, project related other information/data, timeliness, accuracy etc. Identify and analyse the key issues related to MIS, current shortfalls and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the establishing and strengthening MIS and its effective implementation.

- Supervise and monitor the regularity and efficacy of project on MIS aspects of the project.
- Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS by identify the needs i.e. capacity building etc. within the project framework.
- Any other activities as assigned by the State Mission Director as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to the SPM (MIS), RGAVP.

Qualification and Experience

- PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognized institute and minimum 5 years of experience post qualification in the relevant field
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require travel as and when required.
- PM will be paid TA/DA as per RGAVP rules

ToR for Project Manager (M&E)

Summary of the Post:

Name of the Post-	Project Manager (M&E)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in RD/ MBA/ MCA/ MSW/ Statistics/ Demography/ PG Dip. in Management from Govt. recognised institute and minimum 5 years of experience post qualification in the relevant field. Experience of working in RGAVP would be an added advantage.
Type of Appointment	Direct Contract
Salary (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	The Project Manager (M&E) will be responsible for monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various community institutions. Develop monitoring formats; arrange training programmes for monitoring coordinators of district units and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation

Position-1 (State Level) Duty Station- Office of the RGAVP, Yojana Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The Project Manager (MIS) will responsible for monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various community institutions. Develop monitoring formats; arrange training programmes for monitoring coordinators of district units and prepare computerized database; coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation.

Job Profile

- Responsible for the aspects related to monitoring and evaluation of the project as a whole.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of various District Units and community institutions.

- Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups Livelihoods Plan
- Arrange training programmes for monitoring coordinators of district units and prepare computerized Database
- Coordinate baseline survey, mid-term assessment, and coordinate with various institutions in finalizing indicators for project evaluation
- Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring
- Any other activities as assigned by the State Project Director or SPM as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to the SPM (M&E), RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/ MBA/ MCA/ MSW/ Statistics/ Demography/ PG Dip. in Management from Govt. recognised institute and minimum 5 years of experience post qualification in the relevant field. Experience of working in RGAVP would be an added advantage.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require travel as and when required.
- PM will be paid TA/DA as per RGAVP rules

ToR for Project Manager (Capacity Building)

Summary of the Post:

Name of the Post-	Project Manager (Capacity Building)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in Rural Development/ Rural Management/ Mass Communication/ MSW/MBA and 5 years of experience post qualification in the relevant field. Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	The functions of the Project Manager (Capacity Building) include assisting in designing and implementing the various capacity building exercises, for staff, community institutions and community cadre, under Resource Cell.

Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary:

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The functions of the Project Manager (Capacity Building) include assisting in designing and implementing the various capacity building exercises, for staff, community institutions and community cadre, under Resource Cell.

Job Profile:

- Assist in developing operational designs and mechanisms to assess the training needs of State, District & Block level of staff.
- Design innovative capacity building activities and training exercises to enhance the skills of the project staff, community cadre and community institutions as per the requirements of the project.

- Need assessment of trainings at field level and design training module of community cadre and staff accordingly.
- Provide the required support in the phasing of the training programmes and preparing training calendar for the trainings and monitor the activities of the district.
- Work in co-ordination with SI, FI and Livelihood section for designing and conducting thematic training programmes.
- Work in coordination with IB vertical for Community Resource Persons (CRPs) deployment plan, Strengthening of CRPs and Maintaining quality of CRPs.
- Identify and train the Resource Person, Master Trainers and Community Trainers required (as per the details provided by SPM-IB-CB) to train the Community Cadre and Community Institutions.
- Deal with the operation parts of training programmes such as preparing training calendar for various trainings; oversee the training arrangements like venue, stationary, material availability, stay arrangements of participants and trainers, etc.
- Prepare and compile the reports for all the training programmes.
- Co-ordination with respective districts for organizing field visit, immersion, and exposure visits of training participants.
- Support in preparing calendar for the State, district, and block level training programmes.
- Other responsibilities as assigned by the State Mission Director, PD (Admin) and SPM-CB.

Reporting

- As part of State Project Management Unit, the incumbent will report to SPM (CB), RGAVP.

Qualification and Experience

- PG with minimum 50% in Rural Development/ Rural Management/ Mass Communication/ MSW/MBA and 5 years of experience post qualification in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience in developing various kind of training material, training modules and other reference material for community and professionals.
- Experience in designing various capacity building exercises for community and professional is desirable.
- Have exposure of the working with community institutions.
- Experience of working with government/externally aided agencies would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require field travel as and when required.
- PM will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (Social Inclusion & Gender)

Summary of the Post:

Name of the Post-	Project Manager (Social Inclusion & Gender)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in RD/ Rural management/Psychology/MSW/MBA and 5 years of post qualification experience in the relevant field. Experience of working in RGAVP would be an added advantage.
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Type of Appointment	Direct Contract
Duration	12 Months initially however position is for the entire project period
Job Description	The functions of the Project manager includes making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues.

Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The functions of the Project Manager (SI & Gender), includes making analysis of socially downtrodden and making plan for reaching the benefits of the project to the vulnerable. Monitoring related to reach of project on gender aspects of the project and sensitize project staff regarding gender and other vulnerable population issues.

Job Profile

- Develop annual action plan and budgeting
- Develop State operational Strategy for Gender, FNHW & Social inclusion
- Develop advisory, guidelines, circulars for implementation of Gender , FNHW & Social inclusion activities
- Draft polices

- Supporting supervision to district teams for effective implementation of Gender , FNHW & Social inclusion activities
- Develop capacity building plans , training modules of community cadres
- Regular monitoring and review of the implementation status of the Gender , FNHW & Social inclusion activities & programs
- Convergence with line departments for effective implementation and improved outcomes at the community level
- Develop relevant IEC material and tools for behaviour change communication at community level
- Develop monthly report and formats
- Documentation of activities in compliance with State and National guidelines
- Design ,Plan and execute quarterly and annual events at state and district
- Financial management of program activities
- Any other activities as assigned by the State Mission Director, PD (Admin) and SPM - SI & Gender as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Manager (SI & Gender), RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/ Rural Management/Psychology/ MSW/MBA and 5 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position need to travel extensively.
- PM will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (Agri Based Livelihoods)

Summary of the Post:

Name of the Post-	Project Manager (Agri Based Livelihoods)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in RD/MBA/MSW/Agri-business management / Rural Management / Rural Marketing/ Agriculture / veterinary science with at least 5 years experience post qualification in the relevant field i.e. Agri Based Livelihood Development, Income generation etc. Experience of working in RGAVP would be an added advantage.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	The functions of the Project Manager (Agri Based Livelihoods) shall include promotion of economically sustainable producer of agriculture-based organizations, managing the training and capacity building activities and requirements for staff, community resource persons. Manage the community & roll-out organic farming and certification in the state and ensure better price realization for the produce of small and marginal producers.

Position-2 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary:

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The functions of the Project Manager (Agri Based Livelihoods) shall include promotion of economically sustainable producer of agriculture-based organizations, managing the training and capacity building activities and requirements for staff, community resource persons. Manage the community & roll-out organic farming and certification in the state and ensure better price realization for the produce of small and marginal producers.

Job Profile:

- Planning, execution and monitoring of the sanctioned value chain development projects/ organic village cluster / capacity building plans for the project staff and community members on farm livelihoods/ SRLM interventions through regular field visit and review.
- Coordinate and Mapping with Sustainable Agriculture, Livestock, NTFP value chains, Cluster level planning and roll out of organic village cluster, development

activities/ analyzing value chain competitiveness, project strategy, business plans, and standard operating processes for Producer Enterprises and Producer Groups.

- Maintain information regarding produce of the SHG members, markets (prices and trends), and commodity-wise details.
- Identifying institutional buyers / local buyers, conducting buyer seller meets
- Development of new proposals in value chain development -
- Development of intervention strategy, business plan and execution plans for Value Chain development interventions
- Close handholding, capacity building and support to Producer Enterprise staff.
- Timely review of the performance of all Producer Enterprises and Producer Groups promoted by the SRLM
- Developing and executing capacity building plans for the project staff and community members on farm livelihoods and value chain development. Co-ordinate development of modules / training material (print and video) with the support of NRPs / Expert organizations.
- Develop manuals and guidelines to facilitate implementation of/organic village clusters/ value chain development. Also, facilitate workshops, consultations necessary for developing the same. Co-ordinate development of modules / training material (print and video) with the support of NRPs / Expert organizations.
- Identify and document best practices in value chain development under farm livelihoods initiatives
- Co-ordination with the Technical Support Agencies for development and implementation of value chain development proposals.
- Ensuring data collection and entry into MIS for monitoring and evaluation of value chain interventions.
- Any other activities as assigned by the State Mission Director, PD (Admin) and SPM Agri Based Livelihood as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Manager – Agri Based Livelihoods, RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/MBA/MSW/Agri-business management / Rural Management / Rural Marketing / Agriculture/ veterinary science with at least 5 years experience post qualification in the relevant field i.e. Agri Based Livelihood Development, Income generation etc. Experience of working in RGAVP would be an added advantage.
- Must be computer literate – able to use MS office applications and internet. Knowledge of preparing business plan/ cost sheet/ budget/ proposal/ value chain analysis/ documentation skill is essential
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position need to travel extensively.
- PM will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (Livestock)

Summary of the Post:

Name of the Post-	Project Manager (Livestock)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in RD/Rural marketing/MBA/MSW or Animal Husbandry or Veterinary with at least 5 years experience post qualification in the relevant field i.e. Livestock Based Livelihood Development, etc. Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	The Project Manager (Livestock) shall strategize the Livestock based Livelihood development activities including promotion of Producer Group (PG), Producer Enterprises (PE), Integrated Farming Cluster (IFC) and convergence with relevant programs etc

Position-2 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary:

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The Project Manager (Livestock) shall strategize the Livestock based Livelihood development activities including promotion of Producer Group (PG), Producer Enterprises (PE), Integrated Farming Cluster (IFC) and convergence with relevant programs etc.

Job Profile:

- Provide extensive support in issues related to Livestock Programme at state level.
- Study the planned activities for Livestock based livelihood development by Project and ensure strict, effective and timely implementation of the planned activities in close coordination with district team and Sectoral head.
- Develop IEC material, module and document the success stories.
- Develop the Training material of the livestock aspects and its effective Training programme.
- Designing capacity building strategy of Livestock community staff: LRP, LMP, Passhu Sakhi,

Pashu, Udhyaam Sakhi and arrange to conduct the training of community on Livestock Programme.

- Support for planning and monitoring related to Livestock project activities: Poultry, Goat and Buck marketing, Cattle fee, Dairy Value Chain activities.
- Value Chain and marketing of Livestock commodities like Dairy product, Poultry, Goat and Buck.
- Timely expert input will be extending to District and Block Level and community by engaging experts / veterinarians.
- Provide Handholding support to district and sub- district implementation/support structure.
- Ensure quality implementation and handholding support to different components/ thematic interventions - Producer Group (PG) formation, Producer Enterprises (PE), Integrated Farming Cluster (IFC), etc.
- Documentation of the entire process.
- Monitoring and evaluation of the progress with regular field visits and recommend for betterment of the quality implementation.
- Represent RGAVP when asked to do so by SMD/PD/COM/Sector head/ Livelihood head.

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Manager (Livestock), RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/Rural marketing/MBA/MSW or Animal Husbandry or Veterinary with at least 5 years experience post qualification in the relevant field i.e. Livestock Based Livelihood Development, etc.
- Must be computer literate – able to use MS office applications and internet. Knowledge of preparing business plan/ cost sheet/ budget/ proposal/ value chain analysis/ documentation skill is essential
- Experience of working with government would be an added advantage.
- Experience in promoting producer companies / livelihoods cluster development initiatives.
- Experience of working in tribal areas, other aided projects on Livestock.
- Willingness to travel in remote villages in the state
- Knowledge and experience on livestock & other Animal Husbandry based activities.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require field travel extensively.
- PM will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (Non Farm Livelihoods)

Summary of the Post:

Name of the Post-	Project Manager (Non Farm Livelihoods)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in RD/Rural Management/ MBA/MSW or any other discipline with at least 5 years experience post qualification in the relevant field i.e. Non Farm Livelihood Development, Income generation etc. Experience of working in RGAVP would be an added advantage.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	Project Manager will be responsible for marketing and packaging related aspects of the project through planning, designing and execution of marketing strategies, innovative solutions and facilitation of product promotion activities.

Position-2 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary:

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Project Manager will be responsible for marketing and packaging related aspects of the project through planning, designing and execution of marketing strategies, innovative solutions and facilitation of product promotion activities.

Job Profile:

- Lead the execution of all marketing related aspects of the project as a whole.
- Analyze stakeholder needs, identify gaps, identify risks, and define acceptable solution to the business problem.
- Build team for marketing interventions including development of marketing strategies, product mapping, product designing, product catalogue and provide continuous guidance.
- Devise strategy for implementation of enterprise promotion projects and cluster development.
- Facilitate implementation of various World Bank and NRLM projects at different levels.

- Development of innovative marketing and packaging solutions for the artisan products catering to market needs.
- Responsible for successful onboarding, planning, management, and delivery of all marketing projects.
- Identify training and development needs of community through market analysis and regular consultation with stakeholders.
- Developing in-house modules for training of artisans on packaging, branding, and advertising, etc.
- Coordinate with other sector specialist, expert institutions for partnering in need based areas i.e. capacity building, technical support, design and product development, productivity enhancement, market facilitation, MIS and monitoring and evaluation and build partnerships.
- Develop and maintain all project-related documentation (project scopes, budget, requirements, project timelines, progress reports, etc.)
- Supervise and monitor the reach of project on marketing aspects of the project through periodic review with entire concern team.
- Visit other successful initiatives within and outside State and prepare special projects based on learning.
- Field visits of the project or non-project areas for facilitation and monitoring purpose.
- Any other activities as assigned by the State Mission Director, PD (Admin) and SPM - NF.

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Manager (Non Farm Livelihoods), RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/Rural Management/MBA/MSW or any other discipline with at least 5 years experience post qualification in the relevant field i.e. Non Farm Livelihood Development, Income generation etc.
- Must be computer literate – able to use MS office applications and internet. Knowledge of preparing business plan/ cost sheet/ budget/ proposal/ value chain analysis/ documentation skill is essential
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position need to travel extensively.

PM will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (Digital Finance)

Summary of the Post:

Name of the Post-	Project Manager (Digital Finance)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in RD/ Rural management/Financial Management. / MSW/MBA and 5 years of post qualification experience in the relevant field. Experience of working in RGAVP would be an added advantage.
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Type of Appointment	Direct Contract
Duration	12 Months initially however position is for the entire project period
Job Description	Project Manager – Digital Finance will provide guidance to the Mission Team for the implementation of Digital Finance Initiative

Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The functions of the Project Manager (Digital Financer) is to provide guidance to the Mission Team for the implementation of Digital Finance Initiative

Job Profile

- Support in strengthening of Digital Finance Initiatives
- Support in the development of mechanisms, structures and systems, for Induction and Capacity Building of state, district, block and field teams, Community Cadres and Community Institutions
- Develop pool of community cadre/master trainers-training, deployment and management
- Customized modules and protocols shared by NMMU and if required develop state specific modules and materials
- Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of the activities
- Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports
- Facilitate planning, managing and budgeting at various levels
- Provide support in programme, systems, data and fund management
- activities in the state
- Coordinate with Corporate BC and Banks for data sharing for monitoring of Digital Finance initiatives
- Support in mainstreaming of insurance and pension initiatives.
- Develop pool of community cadre/master trainers-training, deployment and management for Insurance as well as Financial Literacy.

- Support in training of Financial Literacy to SHG members as per the guidelines of NMMU.
- Customized modules and protocols shared by NMMU and if required develop state specific modules and materials
- Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of the activities for BC Sakhis, Insurance & Pension and Financial Literacy
- Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports
- Facilitate planning, managing and budgeting at various levels
- Provide support in programme, systems, data and fund management
- activities in the state
- Any other activities as assigned by the State Mission Director, PD (Admin) and SPM - DF as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Manager (DF), RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/ Rural management/Financial Management. / MSW/MBA and 5 years of post qualification experience in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 22150 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position need to travel extensively.
- PM will be paid TA/DA as per RGAVP rules.

ToR for Project Manager (Financial Inclusion)

Summary of the Post:

Name of the Post-	PM (Financial Inclusion)
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in Rural Development/Rural Management/Financial Management/ MBA/MSW and 5 Years of experience post qualification in the relevant field. Experience of working in RGAVP would be an added advantage.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period
Job Description	Project Manager Financial Inclusion will be responsible for implementation of SHG Credit Linkage. The responsibilities will include follow up, implementation of policies and operational strategy for SHG-Credit linkages, liaisoning with bankers, ensuring insurance services to SHG members etc.

Position-1 (State Level) Duty Station- Office of the RGAVP, Udyog Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Project Manager Financial Inclusion will be responsible for implementation of SHG Credit Linkage. The responsibilities will include follow up, implementation of policies and operational strategy for SHG-Credit linkages, liaisoning with bankers, ensuring insurance services to SHG members etc.

Job Profile

- Implementation of all activities related SHG Credit Linkage.
- Develop the roadmap of implementation of SHG Credit Linkages
- Prepare yearly, quarterly and monthly work plan of SHG Credit Linkages of RGAVP and

ensure its implementation

- Coordinate with district and block staff of the project and ensure deliveries of activities and achievement of the target within time.
- Liaison with Bankers and other departments for delivering financial services to SHG Members.
- Providing hand holding support to districts and block teams in implementation of Credit Linkage, etc.
- Draft community cadre policies and develop and nurture various cadres to scale up Enterprise Financing and Credit Linkage.
- Any other activities as assigned by the State Mission Director, PD (Admin) & SPM FI as required

Reporting

- As part of State Project Management Unit, the incumbent will report to State Project Manager (Financial Inclusion) RGAVP.

Qualification and Experience

- PG with minimum 50% in RD/Rural Management/MBA/MSW and 5 years of experience post qualification in the relevant field.
- Experience of working with SHG-based livelihoods programme would be preferable.
- Must be proficient in English and Hindi.
- Must be computer literate – able to use MS office applications and internet.

Salary

- Rs. 22150 per month
- (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position needs to travel extensively.

Project Manager will be paid TA/DA as per RGAVP rules.

ToR for Accounts Supervisor (State)

Summary of the Post:

Name of the Post-	Accounts Supervisor - State (2 posts)
Level of posting	State level
Qualifications & Experience	Graduate in Commerce with minimum 50% marks and 3 years of post qualification experience in accounting. Experience of working in RGAVP would be an added advantage
Type of Appointment	Deputation/Direct Contract
Salary (Rs.)	Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period

Position-2 (State Level) Duty Station- Office of the RGAVP, Yojana Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Profile

- Assist SPM (Finance) for satisfactory operations of Finance & accounting functions of the project viz. preparation of budget estimates, Allocation of budget, information's/ reports to GOI, GoR, AG reconciliation, Payments related to staff, NGO, Service Providers etc. Parliamentary and Assembly information's related to Finance & Accounts section and other work assigned by Financial Advisor/Chief Accounts Officer or SPM (Finance)
- Assist SPM (Finance) for satisfactory operations of Finance & Accounting functions of the project i.e. maintenance of books of accounts, Bank reconciliation, reconciliation with Dumps, operation of accounting software & consolidation of Accounts, Reimbursement Claims, Reconciliation of Financial progress with Computerized Management Information System (CMIS), Timely deposit of Govt. dues, taxes etc.
- Assist Manager Audit for satisfactory timely operations of internal, external and other audits for the project. Follow-up of the audit reports received and other work assigned by Financial Advisor/Chief Accounts Officer or SPM (Finance).
- Any other activities as assigned by the State Mission Director as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to the Financial Advisor/Chief Accounts Officer and SPM (Finance).

Qualification and Experience

- Graduate in Commerce with minimum 50% marks and 3 years of post qualification experience in accounting.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Government servant having similar experience and qualifications may also apply

Salary

- Rs. 16900 per month
(The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022).
- This position will require field travel as and when required.
- Accounts Supervisor will paid TA/DA as per RGAVP rules.

ToR for District Manager

Summary of the Post:

Name of the Post-	District Manager
Level of posting	District level
Qualifications & Experience	PG with 2 years of experience post qualification in the relevant field Or Graduate with 3 years of experience post qualification in the relevant field Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Salary (Rs.)	Rs. 18900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period

Duty Station- Office of the DPM

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The functions of the Community Mobilization & Capacity Building Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals and appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs on such social development aspects. He/She will also assist the DPM in all day to day affairs of management of DPMU.

Job Profile

- Responsible for the aspects related to monitoring and evaluation of the project at district and below level.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of DPMU/ and PFTs/ and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups, Livelihoods Plan at district/ and below level.;
- Support to DPMU in arranging training programmes and manage online MIS, computerized database at district and below level;
- Support in preparing Annual Action Plan for the concerned District based on the approved AAP and phasing plan

- Spend quality time in field to support project implementation
- Liaison with District Level Officers including bankers and other relevant department for convergence.
- Coordinate time to time for evaluation, mid-term assessment, as well as with various district level institutions in finalizing indicators for project evaluation at district and below level;
- Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring at district and below level.
- Responsible for the Community Mobilization & Capacity Building aspects of the project at the districts and below level.
- Analyse the Training needs with respect to the area, subject and skills of the project and project's employees; prepare and appraisal of training needs of different units of the project and community.
- Coordinate with other institutions to prepare various training modules as per the need for mutual learning at the districts and below level.
- Monitor, evaluate various training programs being implemented by the project at the division, districts and below level and suggest corrective actions for improving the Community Mobilization & Capacity Building aspects.
- Prepare district-wise training calendar, training schedule, training manuals; identify resource persons for training and other Community Mobilization & Capacity Building activities.
- Organise and coordinate workshops and exposure visits etc.
- Any other activities as assigned by the State Mission Director as required.

Reporting

- The incumbent will report to District Project Manager, RGAVP.

Qualification and Experience

- PG with 2 years of post qualification experience in the relevant field or Graduate with 3 years of experience post qualification in the relevant field
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Salary

- Rs. 18900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require travel of at least ten days in a month.
- District manager will be paid TA/DA as per RGAVP rules.

ToR for Project Associate (MIS)

Summary of the Post:

Name of the Post-	Project Associate (MIS)
Level of posting	Cluster level at Block HQ
Qualifications & Experience	Graduate with an experience of 2 years post qualification in Data Handling; Proficiency in data entry, computer MS-Office work. Should have expertise in providing training, troubleshooting and resolving issues in MIS. Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Remuneration	Rs. 10400 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period

1 at each block (at Cluster level at Block HQ); **Duty Station- at Cluster level**

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Description -

The Project Associate (MIS) shall be responsible to:

- Receive all master and transaction data at block office, in prescribed formats and ensure completeness of data, filled in proper formats and verified by concerning staff.
- Co-ordinate with data porters in collection of masak prativedans and solve problems facing in preparation of masak prativedans
- Ensure correct data entry in MIS of all CBOs and community cadre till the next day from data received and time to time update if required
- Verify MIS data with field regularly and report to Manager (Deepening)/ DPM if any discrepancy is found after filed verification
- Training to data entry operators at the time of their joining
- Assist to Manager/DPM in block progress review through MIS
- Take up any other assignment as entrusted with the DPM.

Reporting

- The incumbent will report to Manager/District Project Manager, RGAVP.

Qualification and Experience

- Graduate with an experience of 2 years post qualification in Data Handling; Proficiency in data entry, computer MS-Office work
- Should have expertise in providing training, troubleshooting and resolving issues in MIS.
- Experience of working in RGAVP would be an added advantage.

- Must be proficient in Hindi, local language and working knowledge of English.

Salary

- Rs. 10400 per month. (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require travel of at least ten days in a month.