



National Institute of Rural Development and Panchayati Raj
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad 500030

Deendayal Antyodaya Yojana-National Rural Livelihoods Mission Resource Cell (DAY-NRLMRC), NIRDPR, Hyderabad and NERC, Guwahati invites online applications for various positions on contract basis. The educational qualifications, experience and remuneration are indicated position-wise in the tables below:

Terms of reference – Mission Manager – MIS

1. Designation	Mission Manager -MIS
2. Position / Category	One
3. Qualification	B Tech (Computer Science or IT) / M Tech (Computer Science or IT) /MCA from a reputed University
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>Essential: Minimum 7 years of experience in software development in a reputed software development firm. He/she should be well versed with the following languages, database and environments:</p> <ul style="list-style-type: none">• Javascript, JAVA, Ajax, RDLC, ASP.Net ,Crystal Report etc;• Database like PostgreSQL, MySQL, SQLServer, etc;• Linux and windows environment. <p>Desirable: Experience in design, development and management of MIS for large scale social development/ livelihoods/banking sector projects. Experience in leading software Development teams would be given preference. `</p>
6. Competencies:	<ul style="list-style-type: none">➤ understanding of NRLM processes and activities➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH➤ Skills in Designing Training, Module Development and building Trainers➤ Willingness for fieldwork and travel across the country➤ High integrity and ethical standards➤ Cultural, gender, religion, and age sensitivity and adaptability➤ Strong faith in the capacity of the communities and community cadres➤ Teamwork and conflict resolution skills➤ Planning and using time and resources optimally➤ Information analysis and management

	<ul style="list-style-type: none"> ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view
7. Reporting	<p>Mission Manager functionally reports to the Director NRLM RC of NIRD&PR Hyderabad.</p> <p>Should ensure all the correspondences through proper channel only.</p>
8. Other works and services expected	<ul style="list-style-type: none"> ➤ Must pose passion and integrity – self-driven and passionate about poverty and equity issues along with high regard for integrity. ➤ Should convert knowledge and experience into practice - Translate technical knowledge into practical applications and contributions to financial inclusion strategies; ➤ Interact with various stakeholders at the policy and implementation level; ➤ Dialogue Skills - Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, banks, CSOs and mission staff members; ➤ Integrative Skills - Understands relevant cross-sectorial areas how they are interrelated; ➤ Rural Policy, Strategy and Institutions - Understanding of financial inclusion policy, rural banking systems, micro finance sector, related strategies, institutions, and regulations.
9. Age Limit	Not more than 45 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Manager –Farm Livelihoods

1. Designation	Mission Manager –Farm Livelihoods
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Agriculture ,Management, Veterinary Science, Dairying, Rural Development/Management
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>More than 12 years of overall experience in development sector in general and more than 7 years of relevant experience at state (SRLMs)/National level (NMMU) in Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations Exposure and working with NRLM at state level or above Coordination and facilitation of senior, complex teams Training and Capacity Building Staff &Community members, leaders, cadres and institutions</p> <ul style="list-style-type: none"> ➤ Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects ➤ Working with Resource Pools and Resource Organizations while managing training function in ➤ large development projects ➤ Design and implementation of participatory training and capacity building modules ➤ Competencies: ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MS Office ➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, with ability to conduct training in Hindi ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community cadres ➤ Teamwork and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view
6. Key Responsibilities	<ul style="list-style-type: none"> ➤ Facilitate General livelihoods, Livelihoods frame work, farm and off-farm livelihoods (in the areas of Agro Ecological Practice/Sustainable Agriculture, ValueChain

	<p>Analysis, Agribusiness</p> <ul style="list-style-type: none"> ➤ Management, Commodities (Pulses, Cereals, Fruits & Vegetables and NTFP), Producers' Organizations etc, Livestock, fisheries and NTFP etc., ➤ Anchor specified theme(s)/activities in NRLM-RC and specified states ➤ Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular ➤ Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM ➤ Support NMMU in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning, orientation, consultation and review workshops ➤ Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD, in relation to the specific themes and states ➤ Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools ➤ Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc. ➤ Build and take the services of resource persons and their pools in various themes ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at various levels ➤ Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/ Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field ➤ Undertake fieldwork and field stay in anchor states for not less than 6 days a month ➤ Guide/mentor Project Professionals, State Thematic Experts and NRLM Fellows ➤ Take up any other activity as assigned by the Director, from time-to-time
7. Competencies:	Comprehensive understanding of NRLM processes and activities
8. Reporting	Mission Manager functionally reports to the Director NRLM RC of NIRD&PR Hyderabad. Should ensure all the correspondences through proper channel only.
9. Age Limit	Not more than 55 years
10. Period and nature	Initially for one year, extendable based on performance

of Contract	
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Manager – Non Farm Livelihoods

1. Designation	Mission Manager – Non Farm Livelihoods
2. Position / Category	One
3. Qualification	Candidates with a Post- Graduation degree or full time 2years Diploma in management from a reputed institution.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>Essential requirements Minimum 12 years of experience out of which he / she must have at least 7 years' experience at a middle/senior management level of working in operations for profit enterprise / in implementing non-farm livelihood interventions.</p> <p>Desirable Preference shall be given to: Experience of managing a large scale program in livelihoods promotion for rural poor and /or experience in enterprise promotion, business advisory services, forward and backward linkages.</p> <ul style="list-style-type: none"> ➤ Programme management skills with experience counted in terms of ability to navigate procurement of partners, managing partnership with them and leading a dispersed team of experience professionals/experts, etc are desirable. ➤ The person should also have experience in designing and handling large scale training programs for community and staff. ➤ The person should have clearly established track record of working with poor communities and promoting their livelihoods. ➤ The person should have clearly established track record of working with poor communities and promoting their livelihoods. ➤ The person should have strong Data based decision making and data analysis skills. ➤ Should have excellent negotiation, interpersonal, and communication skills and should have displayed a problem solving attitude.
6. Key Responsibilities	<ul style="list-style-type: none"> ➤ Working in close coordination with NMMU & NRLM Cell NIRD team ➤ Coordinating with the Capacity building/ training programs/ seminars / workshops/ exposure visits / induction programs relating to Nonfarm Livelihoods - in campus and off campus. ➤ Working in coordination with SRLM and NRLM functionaries related to Non-FarmLivelihoods. ➤ Assist in building Capacities of the Community Resource Person –Enterprise Promotionfrom the community ➤ Developing strategies for Marketing of products developed by SVEP entrepreneurs. ➤ Liasioning with Market players for forward and backward

	<p>linkages.</p> <ul style="list-style-type: none"> ➤ Assisting Mission Managers and NMMU team in Developing and strengthening the valuechain of certain farm and Non-Farm commodities in the project areas. ➤ Working in close coordination with State and District teams of SRLMs and PIA team in the States. ➤ Coordinating Capacity Building programs of the Community Resource Person –Enterprise Promotion from the community. ➤ Supporting in strengthening of Block resource centers established under SVEP ➤ Coordinate and take up / participate in research studies impact assessment studies under Nonfarm livelihood area. ➤ Preparation of case studies and documenting best practices under non-farm livelihoods program of NRLM ➤ Coordination & convergence with line departments like Animal Husbandry, Agriculture, DIC, ITDP, DCH, Agriculture, Fisheries & Horticulture etc. to ensure convergence of various government schemes & benefits reach the SVEP entrepreneurs ➤ Coordination & Liasioning with PIA's (Project Implementation Agencies) ➤ Assisting the SMMU team in drafting & documentation of various reports like Quarterly progress report, partner's payments sheets, detailed project reports, proposals, action plans etc. ➤ Preparation & documentation of intervention related case studies & videos in coordination with MSRLM's district & block teams ➤ Performs any other duty that may be assigned from time to time. ➤ Willingness to travel across the country and work with rural communities/ CBOs and State Government departments as and when required. ➤ Should initiate and process the files and correspondences relating to Non-Farm and SVEP programs ➤ Maintain track of payments to NRPs and processing TA&DA s and booking of tickets of NRPs
7. Competencies:	The person should also have experience in designing and handling large scale training programs for community and staff.
8. Reporting	Mission Manager functionally reports to the Director NRLM RC of NIRD&PR Hyderabad. Should ensure all the correspondences through proper channel only.
9. Age Limit	Not more than 55 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Manager –Financial Inclusion

1. Designation	Mission Manager –Financial Inclusion
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development / Banking /Management, Development Studies or related fields.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>More than 15 years of overall experience in development sector / Banking sector – SHG Bank linkage or Micro Finance institutions / Resource institutions in MF Sector retired Bankers who retired not below the position of AGM(Scale -4) , in general</p> <ul style="list-style-type: none"> ➤ Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations ➤ Exposure and working with NRLM at state level or above ➤ Coordination and facilitation of senior, complex teams ➤ Training and Capacity Building Staff & Community members, leaders, cadres and institutions ➤ Training of Trainers and Managing Community Training and Community Professional Training ➤ function in large community development projects ➤ Working with Resource Pools and Resource Organizations while managing training function in ➤ large development projects ➤ Design and implementation of participatory training and capacity building modules
6. Competencies:	<ul style="list-style-type: none"> ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MS Office ➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, with ability to conduct training in Hindi ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community cadres ➤ Teamwork and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view

7. Reporting	<ul style="list-style-type: none"> ➤ Mission Manager functionally reports to the Director NRLM RC of NIRD&PR Hyderabad. ➤ Should ensure all the correspondences through proper channel only.
8. Age Limit	Not more than 65
9. Other works and services expected	<ul style="list-style-type: none"> ➤ Must pose passion and integrity – self-driven and passionate about poverty and equity issues along with high regard for integrity. ➤ Should convert knowledge and experience into practice - Translate technical knowledge into practical applications and contributions to financial inclusion strategies; ➤ Interact with various stakeholders at the policy and implementation level; ➤ Dialogue Skills - Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, banks, CSOs and mission staff members; ➤ Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated; ➤ Rural Policy, Strategy and Institutions - Understanding of financial inclusion policy, rural banking systems, micro finance sector, related strategies, institutions, and regulations
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference -Mission Manager- Social Inclusion and Social Development (SISD)

1. Designation	Mission Manager- Social Inclusion and Social Development(SISD)
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Social Sciences, Sociology, Social Work, RuralDevelopment/Management, Development Studies or related fields.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>More than 12 years of overall experience in development sector in general and morethan 7 years of relevant experience at state /National level in-</p> <ul style="list-style-type: none"> ➤ Conceptual understanding on social inclusion, social development and gendermainstreaming concepts ➤ 7 years of experience on social inclusion/social development/gender thematic areas ➤ Experience of engaging in training, preparation of teaching-learning material ➤ Experience of implementation of programmes related to SI/Gender/SD ➤ Working with large poverty reduction and livelihoods projects based on building SHGsand SHG Federations ➤ Exposure and working with NRLM at state level or above ➤ Coordination and facilitation of senior, complex teams ➤ Training and Capacity Building Staff & Community members, leaders, cadres andinstitutions ➤ Training of Trainers and Managing Community Training and Community Professional ➤ Training function in large community development projects ➤ Working with Resource Pools and Resource Organizations while managing trainingfunction in large development projects ➤ Design and implementation of participatory training and capacity building modules
6. Key Responsibilities	<p>Within the overall guidance and direct supervision of DIRECTOR, NRLM (RC).Mission Manager Social Inclusion and Social Development would:</p> <ul style="list-style-type: none"> ➤ Facilitate development and implementation of Gender strategy, technical support to SRLMs in operationalizing it at field level and training needs assessment of community, cadres and Mission staff, development of training modules, manuals & materials (case studies, flip charts, short films etc.,) related to Gender aspects/issues, creating awareness among all mission staff and CBOs on Government schemes, acts & rights related to women and hand holding support to the SRLMs in formation and strengthening of Social Action Committees (SAC) etc.,

	<ul style="list-style-type: none"> ➤ Anchor specified theme(s)/activities in NRLM-RC and specified states ➤ Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular ➤ Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM ➤ Support NMMU in general and CB Team in particular in various elements of Capacity ➤ Building in NRLM at various levels, including planning, orientation, consultation and review workshops ➤ Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD, in relation to the specific themes and states ➤ Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools ➤ Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc. ➤ Build and take the services of resource persons and their pools in various themes ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at various levels ➤ Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/ ➤ Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field ➤ Undertake fieldwork and field stay in anchor states for not less than 6 days a month ➤ Guide/mentor Project Professionals, State Thematic Experts and NRLM Fellows ➤ Take up any other activity as assigned by the Director, from time-to-time
7. Competencies:	<ul style="list-style-type: none"> ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MS Office ➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, with ability to conduct training in Hindi ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community

	<p>cadres</p> <ul style="list-style-type: none"> ➤ Teamwork and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing point ➤ Conceptual understanding on social inclusion, social development and gender mainstreaming concepts ➤ years of experience on social inclusion/social development/gender thematic areas ➤ experience of engaging in training, preparation of teaching-learning material ➤ experience of implementation of programmes related to SI/Gender/SD ➤ experience of working with State governments and aligned depart
8. Reporting	<ul style="list-style-type: none"> ➤ Mission Manager functionally reports to the Director NRLM RC of NIRD&PR Hyderabad. ➤ Should ensure all the correspondences through proper channel only.
9. Age Limit	Not more than 55 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference - Mission Executive – FNHW, NRLMRC

1. Designation	Mission Executive – FNHW, NRLMRC
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Nutrition, Home science, Agriculture, Veterinary Science, Dairying, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>More than 7 years of overall experience in development sector in general and more than 2 years of relevant experience in working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations at state / national level.</p> <ul style="list-style-type: none"> ➤ Exposure and working with NRLM at state level or above ➤ Coordination and facilitation of senior, complex teams ➤ Training and Capacity Building Staff & Community members, leaders, cadres and institutions ➤ Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects ➤ Working with Resource Pools and Resource Organizations while managing training function in Large development projects ➤ Design and implementation of participatory training and capacity building modules
6. Key Responsibilities	<p>Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRDPR, technical support to SRLMs, training needs assessment of community, cadres and Mission staff, support in development of training modules, manuals & materials (case studies, flip charts, short films etc.,) related to Gender and FNHW aspects/issues, creating awareness among all mission staff and CBOs on Government schemes, acts & rights related to women and child and hand holding support to the SRLMs in formation and strengthening of Social Action Committees (SAC) etc.,</p> <ul style="list-style-type: none"> ➤ Anchor specified theme(s)/activities in NRLM-RC and specified states ➤ Support in Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular ➤ Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM ➤ Support NMMU in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning ,orientation, consultation and review workshops ➤ Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD, in relation to the specific themes and states

	<ul style="list-style-type: none"> ➤ Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at various levels ➤ Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/ Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field ➤ Undertake fieldwork and field stay in anchor states for not less than 6 days a month ➤ Take up any other activity as assigned by the Deputy Project Director, from time-to-time
7. Competencies:	<ul style="list-style-type: none"> ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MSOffice ➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community cadres ➤ Teamwork, Leadership and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing point
8. Reporting	<ul style="list-style-type: none"> ➤ Mission Executive functionally reports to the Director NRLM RC and Mission Manager of NIRD&PR Hyderabad. ➤ Should ensure all the correspondences through proper channel only.
9. Age Limit	Not more than 50 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	Rs.60,000/-per month (consolidated amount)

12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Executive – Financial Inclusion

1. Designation	Mission Executive – Financial Inclusion
2. Position / Category	One
3. Qualification	Post-Graduation degree or equivalent in Science, Engineering, Economics, Social Sciences, Sociology, Rural Development, Banking or related fields.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>At least 7 years of overall experience in development sector in general and more than 2 years of relevant experience at state (SRLMs)/National level (NMMU) in Working with large poverty reduction and financial inclusion interventions based on SHGs and SHG Federations.</p> <p>The person should have acknowledged capabilities in implementing social mobilization strategies in large scale poverty reduction Programmes. S/he should have worked intensively with community institutions and their federations, developed strategies for identification, development, utilization of community resource persons (CRPs), Master Trainers, development of training manuals and lead capacity building events. Programme management skill would also be required with experience counted in Terms of ability to navigate procurement of partners, managing partnership and leading a team of experienced professionals/experts, etc.</p> <p>The person should have proven track record of-</p> <ul style="list-style-type: none"> ➤ Working with state/central governments poverty reduction, livelihood and development programmes of similar nature and size ➤ Implementation of livelihoods programme at scale ➤ Closely working with poor communities and promoting their institutions ➤ Excellent coordination, team building, working in teams and reporting skills ➤ Working knowledge of MS Office ➤ Excellent reading, writing and communication skills in HINDI and ENGLISH ➤ Good participatory training and facilitation skills with ability to conduct trainings in Hindi
6. Key Responsibilities	<ul style="list-style-type: none"> ➤ Coordinating with the Capacity building/training programs/seminars/workshops/exposure visits/induction programs relating to financial inclusion - in campus and off campus. ➤ Working in coordination with SRLM and NRLM functionaries related to financial inclusion. ➤ Assist in building Capacities of the Community Resource Person

	<ul style="list-style-type: none"> ➤ Support Mission Managers and NMMU team in Developing and strengthening the financial inclusion project areas. ➤ Coordinating Capacity Building programs of the Community Resource Person –BankSakhi, Banking correspondent from the community. ➤ Coordinate and take up/participate in research studies impact assessment studies ➤ Preparation of case studies and documenting best practices under financial Inclusion area ➤ Assisting the SMMU team in drafting & documentation of various reports like Quarterly progress report, partner’s payments sheets, detailed project reports, proposals, action plans etc. ➤ Preparation & documentation of intervention related case studies & videos in coordination with SRLM’s district & block teams ➤ Performs any other duty that maybe assigned from time to time. ➤ Willingness to travel across the country and work with rural communities/CBOs and State Government departments as and when required. ➤ Dialogue Skills-Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, banks, CSOs and mission staff members ➤ Integrative Skills-Understands relevant cross- sectoral area show they are interrelated ➤ Rural Policy, Strategy and Institutions - Understanding of financial inclusion policy, rural banking systems, micro finance sector, related strategies, institutions, and regulations. ➤ Maintain track of payments to NRPs and processing TA&DAs and booking of tickets of NRPs ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at various levels ➤ Take up any other activity as assigned by the Director, from time-to-time
7. Reporting	<ul style="list-style-type: none"> ➤ Mission Executive functionally reports to the Director NRLM RC and Mission Manager of NIRD&PR Hyderabad ➤ Should ensure all the correspondences through proper channel only.
8. Age Limit	Not more than 50 years
9. Period and nature of Contract	Initially for one year, extendable based on performance
10. Remuneration	Rs.60,000/-per month (consolidated amount)
11. TA/DA for field	As per the norms of NIRD & PR

visits	
12. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Executive – Farm Livelihoods

1. Designation	Mission Executive – Farm Livelihoods
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Agriculture, Management, Veterinary Science, Dairying, Rural Development/Management
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>At least 7 years of overall experience in development sector in general and more than 2 years of relevant experience at state (SRLMs)/National level (NMMU) in Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations.</p> <p>The person should have exposure and acknowledged capabilities to facilitate general livelihoods, livelihoods frame work, farm and off-farm livelihoods (in the areas of Agro Ecological Practices/Sustainable Agriculture, Value Chain Analysis, Agribusiness Management, Commodities (Pulses, Cereals, Fruits & Vegetables and NTFP), and Producer Organization etc. S/he should have worked intensively with community institutions and their federations, developed strategies for identification, development, utilization of community resource persons (CRPs), Master Trainers, development of training manuals and lead capacity building events. Programme management skills would also be required with experience counted in terms of ability to navigate identification of partners. Managing partnership and leading a term of experience professionals/experts etc.</p> <p>The person should have proven track record of:</p> <ul style="list-style-type: none"> ➤ Implementation of Livelihoods programmes ➤ Design and implementation of participatory training and capacity building modules ➤ Closely working with poor communities and promoting livelihood activities ➤ Excellent coordination, team building, working in teams and reporting skills ➤ Working knowledge of MS-Office ➤ Excellent reading, writing and communication skills in HINDI and ENGLISH ➤ Good participatory training and facilitation skills with ability to conduct trainings in Hindi
6. Key Responsibilities	<ul style="list-style-type: none"> ➤ Provide coordination support General livelihoods, Livelihoods frame work, farm and off-Farm livelihoods (in the areas of Agro Ecological Practice/Sustainable Agriculture, Value Chain Analysis, Agribusiness ➤ Support to SRLM in Preparation of Annual action plan, strategies and approaches for Farm Livelihood activities ➤ Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and

	<p>NMMU/NRLM</p> <ul style="list-style-type: none"> ➤ Support to develop training manuals, aids and institutionalize learning forum to support SRLMs in their staff capacity building strategies ➤ Support to develop and conduct induction and immersion programmes for State unit and also lead the Induction and staff training ➤ Conduct workshops, write shops, review meeting, trainings, exposure visits and capacity building events at states and national level ➤ Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools ➤ Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc. ➤ Support in empanelment, management and monitoring the performance of National Resource Persons and take the services of resource persons and their pools in various themes ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at various levels ➤ Coordinate convergence initiative at state level ➤ Take up any other activity as assigned by the Director, from time-to-time
7. Reporting	<ul style="list-style-type: none"> ➤ Mission Executive functionally reports to the Director NRLM RC and Mission Manager of NIRD&PR Hyderabad ➤ Should ensure all the correspondences through proper channel only.
8. Age Limit	Not more than 50 years
9. Period and nature of Contract	Initially for one year, extendable based on performance
10. Remuneration	Rs.60,000/-per month (consolidated amount)
11. TA/DA for field visits	As per the norms of NIRD & PR
12. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Executive – IBCB

1. Designation	Mission Executive – IBCB
2. Position / Category	One
3. Qualification	Post Graduate Degree in any discipline from reputed academic institution
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>At least 7 years of work experience in community mobilization, Institution Building and Capacity Building.</p> <p>The person should have acknowledged capabilities in implementing social mobilization strategies in large scale poverty reduction Programmes. S/he should have worked intensively with community institutions and their federations, developed strategies for identification, development, utilization of community resource persons (CRPs), Master Trainers, development of training manuals and led capacity building events. Programme management skill would also be required with experience counted in terms of ability to navigate procurement of partners, managing partnership and leading a team of experienced professionals/experts, etc.</p> <p>The person should have proven track record of-</p> <ul style="list-style-type: none"> ➤ Working with state/central governments poverty reduction, livelihood and development programmes of similar nature and size ➤ Implementation of livelihoods programme at scale ➤ Closely working with poor communities and promoting their institutions ➤ Excellent coordination, team building, working in teams and reporting skills
6. Key Responsibilities	<ul style="list-style-type: none"> ➤ Support in Preparation of Annual Action plans of SRLMs, strategies and approaches for Institution building and capacity building ➤ Supporting NMMU in conducting appraisal of State AAPs and reviewing the progress of states regularly ➤ Anchoring States for providing need based Technical Assistance. ➤ Coordinate Model CLF Initiative at the national level and provide technical guidance to SRLMs ➤ Design capacity building plans and support SRLMs in Capacity Building of SRLM staff, CBOs and CBO Cadres ➤ Develop training manuals and aids and institutionalize learning forum to support SRLMs in their staff capacity building strategies. ➤ Develop and conduct Induction and Immersion programme for State unit of SRLMs. Also, Lead the Induction and Staff Trainings for SRLMs. ➤ Conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at national level

	<ul style="list-style-type: none"> ➤ Support in empanelment, management and monitoring the performance of National Resourcepersons ➤ Coordinate PRI-CBO Convergence initiative at the state level in the context of GPDP and RGSA and provide necessary technical support to SRLMs ➤ Other tasks as & when assigned by the Director, NRLMRC
7. Reporting	<ul style="list-style-type: none"> ➤ Mission Executive functionally reports to the Director NRLM RC and Mission Manager of NIRD&PR Hyderabad ➤ Should ensure all the correspondences through proper channel only.
8. Age Limit	Not more than 50 years
9. Period and nature of Contract	Initially for one year, extendable based on performance
10. Remuneration	Rs.60,000/-per month (consolidated amount)
11. TA/DA for field visits	As per the norms of NIRD & PR
12. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Executive – Non Farm

1. Designation	Mission Executive – Non Farm
2. Position / Category	One
3. Qualification	Post-Graduation degree or full time 2 years Diploma in management from a reputed institution.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	<p>At least 7 years of overall experience in development sector in general and more than 2 years of relevant experience at state (SRLMs)/National level (NMMU) in Working with large poverty reduction and non-farm livelihoods interventions based on SHGs and SHG Federations.</p> <p>The person should have exposure and acknowledged capabilities to facilitate general livelihoods, livelihoods frame work, farm and off-farm livelihoods (in the areas of Value Chain Analysis, Agribusiness Management, Commodities, Producer Organization and enterprise promotion, business advisory services, forward and backward linkages etc. S/he should have worked intensively with community institutions and their federations, developed strategies for identification, development, utilization of community resource persons (CRPs), Master Trainers, development of training manuals and lead capacity building events. Programme management skills would also be required with experience counted in terms of ability to navigate identification of partners. Managing partnership and leading a team of experience professionals/experts etc.</p> <p>The person should have proven track record of:</p> <ul style="list-style-type: none"> ➤ Implementation of Livelihoods programmes ➤ Design and implementation of participatory training and capacity building modules ➤ Closely working with poor communities and promoting livelihood activities ➤ Excellent coordination, team building, working in teams and reporting skills ➤ Working knowledge of MS Office ➤ Excellent reading, writing and communication skills in HINDI and ENGLISH ➤ Good participatory training and facilitation skills with ability to conduct trainings in Hindi
6. Key Responsibilities	<ul style="list-style-type: none"> ➤ Coordinating with the Capacity building/training programs/seminars/workshops/exposure visits /induction programs relating to Non-farm Livelihoods - in campus and off campus. ➤ Working in coordination with SRLM and NRLM functionaries related to Non-Farm Livelihoods. ➤ Assist in building Capacities of the Community Resource Person– Enterprise Promotion from the community

	<ul style="list-style-type: none"> ➤ Support in developing strategies for Marketing of products developed by SVEP entrepreneurs. ➤ Liaoning with Market players for forward and backward linkages. ➤ Support Mission Managers and NMMU team in Developing and strengthening the value chain of certain farm and Non-Farm commodities in the project areas. ➤ Coordinating Capacity Building programs of the Community Resource Person –EnterprisePromotion from the community. ➤ Supporting in strengthening of Block resource centers established under SVEP ➤ Coordinate and take up/participate in research studies impact assessment studies under Non-farm livelihood area. ➤ Preparation of case studies and documenting best practices under non- farm livelihoodsprogram of NRLM ➤ Coordination & convergence with line departments like Animal Husbandry, Agriculture, DIC, ITDP, DCH, Agriculture, Fisheries & Horticulture etc. to ensure convergence of various government schemes &benefits reach the SVEP entrepreneurs ➤ Coordination & Liaoning with PIA’s(Project Implementation Agencies) ➤ Assisting the SMMU team in drafting & documentation of various reports like Quarterly progress report, partner’s payments sheets, detailed project reports, proposals, action plans etc. ➤ Preparation &documentation of intervention related case studies &videos in coordination with SRLM’s district & block teams ➤ Performs any other duty that may be assigned from time to time. ➤ Willingness to travel across the country and work with rural communities/CBOs and State Government departments as and when required. ➤ Should initiate and process the files and correspondences relating to Non-Farm and SVEP programs ➤ Maintain track of payments to NRPs and processing TA&DAs and booking of tickets of NRPs ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at variouslevels ➤ Take up any other activity as assigned by the Director, from time-to-time
7. Reporting	<ul style="list-style-type: none"> ➤ Mission Executive functionally reports to the Director NRLM RC and Mission Manager of NIRD&PR Hyderabad ➤ Should ensure all the correspondences through proper channel only.
8. Age Limit	Not more than 50 years
9. Period and nature of Contract	Initially for one year, extendable based on performance

10. Remuneration	Rs.60,000/-per month (consolidated amount)
11. TA/DA for field visits	As per the norms of NIRD & PR
12. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Accounts cum Administrative Officer

1. Designation	Accounts cum Administrative Officer
2. Position / Category	One
3. Qualification	M.Com/ MBA/ CA (Inter)
4. Place of posting	NRLM Resource Cell, NIRD&PR, Hyderabad
5. Experience	Minimum of 7 years' experience in accounts and Administration work in a Government Office/ organisation or in Public/Private Sector undertaking
6. Key Responsibilities	<p>Preparation of Annual Action Plan Budget of NRLM Resource Cell (Activity wise and thematic wise budget preparation (IB-Institution Building, CB-Capacity Building), Livelihoods, FI-Financial Inclusion, Gender, FNHW, Human Resources, Convergence, Thematic studies), various exposure visits, workshops and trainings.</p> <ul style="list-style-type: none"> ➤ Activity wise budget files preparations and closely monitoring the fund management of the unit. ➤ Preparation of monthly salaries of NRLM Resource Cell Staff. ➤ Closely monitoring and preparation of files, budget estimates for training programs, workshops, briefing & debriefing programs, Field visits cum Exposure visits etc., conducted by MoRD/NMMU/NRLMRC/NIRD PR. ➤ Closely monitoring and put up the files relating to workshops, training programs, review meetings, advance files and off campus files, NRPs files, general files, TA&DA files of NRLM cell staff and NRPs and day to day files and management of all files created till date. ➤ Looking after advance and payments files incurred for organizing trainings/workshops. ➤ Closely monitoring regarding the Resource Fee and TA/DA reimbursement files of SRLMs/NGOs/ National Resource Persons, State Resource Persons/SRLMs, CMTs, thematic CRPs/PRPs and others attending different NRLM training programs. ➤ Moving of files, coordinating and monitoring all logistic arrangements for smooth conduct of all types of trainings programs/workshops, activities organized by NRLM Resource cell and NMMU/MoRD. ➤ Support in organizing and participating Immersions cum Field visit for SRLMs Officials, Faculty Members of SIRDs/ETC and other Line Department Officials. ➤ Participation in preparation of training Modules.(Bookkeeping) ➤ Updating and monitoring of PFMS ➤ Reconciliation of Accounts of NRLM. <ul style="list-style-type: none"> ➤ Closely coordinating with Accounts section of NIRD PR for all accounts and finance related activities. ➤ Preparation of workshop/training wise expenditure statement, Activity wise, monthly. Quarterly, half yearly and annual

	<p>statements.</p> <ul style="list-style-type: none"> ➤ Preparation of NRLM Resource cell and MKSP budget Utilization Certificates and submitting to MoRD. ➤ Under Mahila Kisan Sashaktikaran Pariyojana (MKSP) NIRD, monitoring in fund transferring to all /State Rural Livelihood Mission (SRLMs) Project Implementing Agencies (PIAs). ➤ Attending all correspondence and replies relating to the audits conducted by controller & Audit General relating to MKPS and NRLM Resource Cell. ➤ Attending and coordinating with various Audit wings and all correspondence and replies relating to the audits conducted by controller & Audit General relating to all activities of NRLM Resource Cell. ➤ Preparation of Accounts statements, Budget watching, and updation to the Director, NRLMRC time to time. ➤ Coordination with NMMU- Finance dept, Banks and Account section of NIRD PR for accounts reconciliation. ➤ Timely submission of activity wise budget files to Director, NRLM RC and finance unit of NIRD &PR for approvals and releases. ➤ Coordinate for timely Auditing through C&AG nominated auditor and audit reports to be submitted to MoRD. ➤ To monitor NERC Guwahti Administration files and budget relating files. ➤ Timely submission of UCs and seeking funds from NMMU, MoRD, New Delhi. ➤ Support to the Director, NRLMRC in day to day administration pertaining to office correspondence and close coordination with the SRLMs/SIRDs and NMMU, MoRD. ➤ Management of all assets, records, infrastructure of the NRLMRC.
7. Reporting	<ul style="list-style-type: none"> ➤ Accounts cum Administrative Officer functionally reports to the Director NRLM RC of NIRD&PR Hyderabad ➤ Should ensure all the correspondences through proper channel only.
8. Age Limit	Not more than 55 years
9. Period and nature of Contract	Initially for one year, extendable based on performance
10. Remuneration	Rs.60,000/-per month (consolidated amount)
11. TA/DA for field visits	As per the norms of NIRD & PR
12. Last date for applying (on-line submission of applications)	16-08-2021

Terms of Reference: Office Assistant

1. Designation	Office Assistant
2. Position / Category	One
3. Qualification	Intermediate / degree in any discipline
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	At least two years' experience as Attendant with sound knowledge in office maintenance and classrooms including audio visual and other IT related requirements.
6. Skill set	Having knowledge in computer, scanning, photo copying, binding, Packing and dispatching
7. Age	18-25 years
8. Period and nature of Contract	Initially for one year, extendable based on performance
9. Remuneration	Rs.15,000/-
10. Last date for applying (on-line submission of applications)	16-08-2021

Terms of Reference: Project Assistant-Account

1. Designation	Project Assistant-Account
2. Position / Category	One
3. Qualification	Graduation in any discipline from a recognised University Should possess a Certificate in PGDCA issued by a recognized Institute.
4. Place of posting	NRLM Resource Cell, NIRD&PR Hyderabad
5. Experience	Experience: 2-3 years' experience in day to day office management. Should have sound knowledge and skills in M.S Office, file processing and documentation
6. Skill set	Having knowledge in computer, scanning, photo copying, binding, Packing and dispatching
7. Age	Below 30 years
8. Period and nature of Contract	Initially for one year, extendable based on performance
9. Remuneration	Rs. 20,000/-
10. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Manager –Financial Inclusion

1. Designation	Mission Manager –Financial Inclusion
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development / Banking /Management, Development Studies or related fields.
4. Place of posting	NRLM Resource Cell, NERC Guwahati
5. Experience	<p>More than 10 years of overall experience in development sector / Banking sector – SHG Bank linkage or Micro Finance institutions / Resource institutions in MF Sector retired Bankers who retired not below the position of AGM(Scale -4) , in general</p> <ul style="list-style-type: none"> ➤ Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations ➤ Exposure and working with NRLM at state level or above ➤ Coordination and facilitation of senior, complex teams ➤ Training and Capacity Building Staff & Community members, leaders, cadres and institutions ➤ Training of Trainers and Managing Community Training and Community Professional Training ➤ function in large community development projects ➤ Working with Resource Pools and Resource Organizations while managing training function in ➤ large development projects ➤ Design and implementation of participatory training and capacity building modules
6. Competencies:	<ul style="list-style-type: none"> ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MS Office ➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, with ability to conduct training in Hindi ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community cadres ➤ Teamwork and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view

7. Reporting	<ul style="list-style-type: none"> ➤ Mission Manager functionally reports to the Dy. Project Director NERC Guwahati ➤ Should ensure all the correspondences through proper channel only
8. Other works and services expected	<ul style="list-style-type: none"> ➤ Must pose passion and integrity – self-driven and passionate about poverty and equity issues along with high regard for integrity. ➤ Should convert knowledge and experience into practice - Translate technical knowledge into practical applications and contributions to financial inclusion strategies; ➤ Interact with various stakeholders at the policy and implementation level; ➤ Dialogue Skills - Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, banks, CSOs and mission staff members; ➤ Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated; ➤ Rural Policy, Strategy and Institutions - Understanding of financial inclusion policy, rural banking systems, micro finance sector, related strategies, institutions, and regulations.
9. Age Limit	Not more than 65 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Manager – MIS

1. Designation	Mission Manager – MIS
2. Position / Category	One
3. Qualification	B Tech (Computer Science or IT)/ M Tech (Computer Science or IT) /MCA from a reputed University.
4. Place of posting	NRLM Resource Cell, NERC Guwahati
5. Experience	<p>Essential: Minimum 5 years of experience in software development in a reputed software development firm. He/she should be well versed with the following languages, database and environments:</p> <ul style="list-style-type: none"> • Java script, JAVA, Ajax, RDLC, ASP.Net , Crystal Report etc; • Database like Postgre SQL, MySQL, SQLServer, etc; • Linux and windows environment. <p>Desirable: Experience in design, development and management of MIS for large scale social development/ livelihoods/banking sector projects. Experience in leading software Development teams would be given preference.</p>
6. Competencies:	<ul style="list-style-type: none"> ➤ understanding of NRLM processes and activities ➤ Excellent Reading, Writing and Communication skills in HINDI and ENGLISH ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community cadres ➤ Teamwork and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view
7. Reporting	<ul style="list-style-type: none"> ➤ Mission Manager functionally reports to the Dy. Project Director NERC Guwahati ➤ Should ensure all the correspondences through proper channel only
8. Other works and services expected	<ul style="list-style-type: none"> ➤ Must pose passion and integrity – self-driven and passionate about poverty and equity issues along with high regard for integrity. ➤ Should convert knowledge and experience into practice - Translate technical knowledge into practical applications and contributions to financial inclusion strategies;

	<ul style="list-style-type: none"> ➤ Interact with various stakeholders at the policy and implementation level; ➤ Dialogue Skills - Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, banks, CSOs and mission staff members; ➤ Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated; ➤ Rural Policy, Strategy and Institutions - Understanding of financial inclusion policy, rural banking systems, micro finance sector, related strategies, institutions, and regulations.
9. Age Limit	Not more than 45 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	80,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Junior Mission Executive

1. Designation	Junior Mission Executive
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.
4. Place of posting	NRLM Resource Cell, NERC Guwahati
5. Experience	<p>Preferably more than 3 years of overall experience in development sector in general and preferably more than 2 years of relevant experience at state (SRLMs)/National level (NMMU) in–Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations</p> <ul style="list-style-type: none"> ➤ Exposure and working with NRLM at Block, District or State level ➤ Coordination and facilitation of senior, complex teams ➤ Training and Capacity Building Staff &Community members, leaders, cadres and institutions ➤ Training of Trainers and Managing Community Training and Community Professional Training functioning large community development projects ➤ Working with Resource Pools and Resource Organizations while managing training function in large development projects
6. Competencies:	<ul style="list-style-type: none"> ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MS Office ➤ Excellent Reading , Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, ➤ Skills in Designing Training and Module Development ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability ➤ Strong faith in the capacity of the communities and community cadres ➤ Team work, Leadership and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view
7. Key Responsibilities	Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRDPR and NMMU-NRLM, and direct Supervision of Deputy

	<p>Project Director, Junior Mission Executive would -</p> <p>Technical support to SRLMs, training needs assessment of community, cadres and Mission staff, support in development of training modules, manuals & materials (case studies, flip charts, short films etc.,) on NRLM themes.</p> <ul style="list-style-type: none"> ➤ Support in Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular ➤ Support in Planning of monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/ NRLM ➤ Support NRLMRC in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning, orientation, consultation and review workshops ➤ Support in developing and managing the training and activity calendar(s) ➤ Support in meeting the capacity building and related demands from NRLM at various levels ➤ Support/ Participate in Briefing/ debriefing, Exposure/Immersion, ToTs, Training, Process/ Video/ Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field ➤ Undertake fieldwork and field stay in states for not less than 8-10 days a month ➤ Take up any other activity as assigned by the Deputy Project Director, from time-to-time
8. Reporting	<ul style="list-style-type: none"> ➤ Junior Mission Executive functionally reports to the Dy. Project Director NERC Guwahati ➤ Should ensure all the correspondences through proper channel only
9. Age Limit	Not more than 35 years
10. Period and nature of Contract	Initially for one year, extendable based on performance
11. Remuneration	45,000/- per month (consolidated amount)
12. TA/DA for field visits	As per the norms of NIRD & PR
13. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Executive – IB&CB

1. Designation	Mission Executive – IB&CB
2. Position / Category	One
3. Qualification	Post Graduate Degree in any discipline from reputed academic institution
4. Place of posting	NRLM Resource Cell, NERC Guwahati
5. Experience	<p>At least 5 years of work experience community mobilization, Institution Building and Capacity Building.</p> <p>The person should have acknowledged capabilities in implementing social mobilization strategies in large scale poverty reduction Programmes. S/he should have worked intensively with community institutions and their federations, developed strategies for identification, development, utilization of community resource persons (CRPs), Master Trainers, development of training manuals and led capacity building events. Programme management skill would also be required with experience counted in terms of ability to navigate procurement of partners, managing partnership and leading a team of experienced professionals/experts, etc.</p> <p>The person should have proven track record of-</p> <ul style="list-style-type: none"> ➤ Working with state/central governments poverty reduction, livelihood and development programmes of similar nature and size ➤ Implementation of livelihoods programme at scale ➤ Closely working with poor communities and promoting their institutions ➤ Excellent coordination, team building, working in teams and reporting skills ➤ Support in Preparation of Annual Action plans of SRLMs, strategies and approaches for Institution building and capacity building ➤ Supporting NMMU in conducting appraisal of State AAPs and reviewing the progress of states regularly ➤ Anchoring States for providing need based Technical Assistance. ➤ Coordinate Model CLF Initiative at the national level and provide technical guidance to SRLMs ➤ Design capacity building plans and support SRLMs in Capacity Building of SRLM staff, CBOs and CBO Cadres ➤ Develop training manuals and aids and institutionalize learning forum to support SRLMs in their staff capacity building strategies. ➤ Develop and conduct Induction and Immersion programme for State unit of SRLMs. Also, Lead the Induction and Staff Trainings for SRLMs. ➤ Conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at national level ➤ Support in empanelment, management and monitoring the performance of National Resource persons ➤ Coordinate PRI-CBO Convergence initiative at the state level in the

	<p>context of GPDP and RGSA and provide necessary technical support to SRLMs</p> <ul style="list-style-type: none"> ➤ Other tasks as & when assigned by the Dy. PD NRLM- NERC
6. Reporting	<ul style="list-style-type: none"> ➤ Mission Executive functionally reports to the Dy. Project Director NERC Guwahati ➤ Should ensure all the correspondences through proper channel only
7. Age Limit	Not more than 50 years
8. Period and nature of Contract	Initially for one year, extendable based on performance
9. Remuneration	60,000/- per month (consolidated amount)
10. TA/DA for field visits	As per the norms of NIRD & PR
11. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference- Mission Executive –Food, Nutrition, Health and Wash and Gender

1. Designation	Mission Executive –Food, Nutrition, Health and Wash and Gender
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Nutrition, Home science, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields
4. Place of posting	NRLM Resource Cell, NERC Guwahati
5. Experience	Preferably more than 5 years of overall experience in development sector in general and more than 2 years of relevant experience in implementation of FNHW and Gender interventions preferably in any SRLM.
6. Preferred Competencies	<ul style="list-style-type: none"> ➤ Comprehensive understanding of Collectives and self-help groups ➤ Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. ➤ Good communication skills in Hindi and English, drafting skills. ➤ Participatory training and facilitation skills. ➤ Willingness for fieldwork and to travel extensively across the country. ➤ Team Leadership and conflict resolution skills. ➤ Planning, information/data analysis and management
7. Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> ➤ To coordinate Food, Nutrition, Health, WASH, Gender initiatives taken up at the national and state level. ➤ To anchor states for providing need based technical assistance. ➤ To design capacity building plans, develop training manuals and support SRLMs in capacity building of SRLM staff, CBOs and CBO Cadres on issues related to gender, health and nutrition ➤ To conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at state and national level ➤ To support NRLM in identification and management of training agencies, Resource Organizations, Academic Institutions, Technical Support Agencies for delivering capacity building programmes and manage them. ➤ To take initiative for PRI-CBO Convergence at the state level in the context of GPDP and RGSA and provide necessary technical support to SRLMs. ➤ Interact with various stakeholders at the policy and implementation level. ➤ Other tasks as & when assigned by the Dy. Project Director- NRLM RC, NERC Guwahati.
8. Period and nature of Contract	Initially for one year, extendable based on performance

9. Remuneration	60,000/- per month (consolidated amount)
10. Age	Not more than 50 Years
11. TA/DA for field visits	As per the norms of NIRD & PR
12. Last date for applying (on-line submission of applications)	16-08-2021

Terms of reference – Mission Managers: Livelihoods

1. Designation	Mission Managers: Livelihoods
2. Position / Category	One
3. Qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.
4. Place of posting	NRLM Resource Cell, NERC Guwahati
5. Experience	<p>More than 12 years of overall experience in development sector in general and more than 7 years of relevant experience at state (SRLMs)/National level (NMMU) in:</p> <ul style="list-style-type: none"> ➤ Working with large poverty reduction and livelihoods projects based on building SHGs and SHGFederations ➤ Exposure and working with NRLM at state level or above ➤ Coordination and facilitation of senior, complex teams ➤ Training and Capacity Building Staff &Community members, leaders, cadres and institutions ➤ Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects ➤ Working with Resource Pools and Resource Organizations while managing training function in large development projects ➤ Design and implementation of participatory training and capacity building modules
6. Competencies	<ul style="list-style-type: none"> ➤ Comprehensive understanding of NRLM processes and activities ➤ Working knowledge of MS Office ➤ Excellent Reading , Writing and Communication skills in HINDI and ENGLISH ➤ Good Participatory training and facilitation skills, with ability to conduct training in Hindi ➤ Skills in Designing Training, Module Development and building Trainers ➤ Willingness for fieldwork and extensive travel across the country ➤ High integrity and ethical standards ➤ Cultural, gender, religion, and age sensitivity and adaptability

	<ul style="list-style-type: none"> ➤ Strong faith in the capacity of the communities and community cadres ➤ Teamwork and conflict resolution skills ➤ Planning and using time and resources optimally ➤ Information analysis and management ➤ High energy and positive/constructive attitude ➤ Openness to critical feedback and differing points of view
7. Reporting	<ul style="list-style-type: none"> ➤ Mission Manager functionally reports to the Dy. Project Director NERC Guwahati ➤ Should ensure all the correspondences through proper channel only
8. Period and nature of Contract	Initially for one year, extendable based on performance
9. Remuneration	80,000/- per month (consolidated amount)
10. Age	Not more than 55 years
11. TA/DA for field visits	As per the norms of NIRD & PR
12. Last date for applying (on-line submission of applications)	16-08-2021

General Conditions:

1. The offered assignment is purely on temporary basis and does not envisage any kind of regular appointment in NIRD&PR in future
2. Canvassing in any form will be treated as disqualification.
3. The Institute has a right to shortlist the candidates as may be necessary.
4. No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement, etc.
5. The Institute reserves the right to relax any of the requirements i.e. age, educational qualifications, experience etc. in exceptional cases.
6. Contract may be extendable based on his/her performance
7. The candidates should apply only through online through the website- <http://career.nirdpr.in/>

Assistant Registrar (E)
NIRD&PR, Hyderabad