

**International Fund for Agricultural Development (IFAD)
assisted
Post - Tsunami Sustainable Livelihood Programme (PTSLP)**

TERMS of REFERENCE (ToR)

Engagement of Short-term Consultants & Young Professionals

IFAD assisted PTSLP had successfully implemented many livelihood activities in six project districts namely, Thiruvallur, Kancheepuram, Villupuram, Cuddalore, Nagapattinam and Kanyakumari in the first phase, notably the establishment of 890 micro enterprises as on 31.03.2016 by the poor rural women which had created tremendous impact on the livelihood of the people. Another 610 micro enterprises are proposed to be financed during the year 2016-17 in the above districts.

It has been decided to implement the project activities in additional six districts namely, Thanjavur, Thiruvarur, Thoothukudi, Tirunelveli, Ramanathapuram and Pudukottai with effect from 01.04.2016 and it has been planned to finance 1500 micro enterprises over a period of 3 years with the support of NABARD Financial Services Ltd. (NABFINS). To implement the various livelihood activities / micro enterprises, it has been proposed to engage the services of consultants and young professionals for providing expert guidance and complete handholding support.

The ToR for the recruitment of consultants and young professionals are furnished below:

1. Job requirements / work to be attended:

I. Consultants (2 Nos.):

- a. To involve in the selection process of beneficiaries and in the formation of JLGs.
- b. To undertake joint inspection of JLGs along with District Managers of NABFINS and finalise the list of JLGs and activities for micro enterprises.
- c. To prepare and finalise the loan proposals including the annexures to be submitted namely; the cash flow statement and working capital assessment.
- d. To undertake post release visit to JLG beneficiaries to ensure proper creation of infrastructure, economic use of funds and allocation funds for working capital and ensuring of proper grounding of enterprises.

- e. To undertake monitoring visits to the JLGs to verify the enterprise activities with regard to purchase of raw materials, product design, product quality, quantity to be produced and marketing of the products.
- f. To ensure proper accounting of the financial assistance received – maintenance of bills, receipts, invoices, writing of cash book and activity register showing the purchases, sales and stock.
- g. To verify the bank balance with the cash book register – guidance for remittance of sales profits into bank account and use of cheques for bulk purchases, etc.
- h. To study the product design, quality and provide guidance.
- i. To study market opportunities, demand assessment and provide market tie-up arrangements.
- j. To create awareness of the monthly instalments to be paid and guidance for prompt repayments before the due dates.
- k. To carry out activity-wise analysis and suggest new areas / activities for financing.
- l. To promote clusters of major activities and suggest common facilities to be introduced in the cluster. Liaison with line departments of the Government.
- m. To arrange for exhibition, buyer seller meets and online sales through website.

II. Young Professionals (5 Nos.):

- a. The young professionals with specific graduate / post graduate qualification in Dairy / Veterinary science, Finance, Marketing, Community Mobilisation. Young professional one each in above subject will be recruited as indicated below:
 - Dairy / veterinary science - 1 No.
 - Finance - 1 No.
 - Marketing - 1 No.
 - Social Work / Community Mobilisation - 1 No.
 - The remaining 1 professional from Engineering
- b. The work assignments / job requirements may include majority of the job allocated for consultants and also their specialised knowledge in the respective area will be utilised. The following specific assignments may be entrusted to young professionals:

- i. To carry out assessment of potential in the respective subject and prepare block-wise potential plan with details of people already engaged in the activity, practices followed, area coverage, balance area to be covered, demand for the crop / product, critical constraints to be addressed, gap in credit and credit facilities need, etc.
- ii. To liaison with the State Government line departments / coordination with corresponding departments for convergence of existing schemes, facilities and provision of subsidy and other benefits if any.
- iii. To monitor the implementation of the plan of the concerned area, carry out monitoring studies, identify problems if any and take immediate corrective steps.
- iv. Prepare farm models / model plans for the respective area with realistic cost estimates, farm practices to be followed, arrange of collective purchase & distribution of inputs and arrange for irrigation facilities in coordination with the Government departments.
- v. Assessment of output of the implemented plan, aggregation of produce / product and arrange for collective marketing of the product.
- vi. To carry out an assessment of yield produced vis-à-vis the inputs used in the plan. It may vary from activity to activity.
- vii. To carry out the periodic demand analysis for the produce / product of the respective field and suggest measures / guidance to the beneficiaries to modify the practices / plan, introduce new practices / innovative measures to increase the production.
- viii. To carry out research oriented market studies for the produce / product concerned and firm up the value chain for the product.
- ix. Arrange for definite market tie-up arrangements, buyer seller meets and exhibition for the various products produced by the beneficiaries.
- x. To provide subject oriented guidance and carry out analysis on different aspects of supply chain / value chain and feed information / suggestion periodically to the top management.

2. Qualification Requirements:

I. Consultants:

- Graduate / Post Graduate in Veterinary Science, Economics / Commerce / Business Administration.

II. Young Professionals:

- Graduate / Post Graduate in Dairy / Veterinary science, Finance, Marketing, Social Work / Community Mobilisation, Engineering.

3. Work experience:

I. Consultants:

- Minimum 3 years' experience in banks, leading financial institution / non-banking companies with exposure to micro enterprise activities, preparation of loan proposal including cash flow statements, working capital assessment and knowledge in reading profit & loss account and balance sheet.
- Knowledge in various farm and non-farm activities, preparation of model profiles with cost estimates, assessment of capital requirements, assessment of profit estimates.
- Knowledge in supply / value chain of micro and small industries.
- Knowledge in assessment of market demand, arrangement of buyer seller meets exhibition, etc.
- Knowledge in assessment of micro enterprise functioning, cost benefit and viability aspects.
- Ability to provide market tie-up arrangement through negotiation with wholesale organisations / departmental stores / leading Multi National Companies (MNCs).

II. Young Professionals:

- Minimum 1 year experience in the relevant field of specialisation will be preferred and freshers may also be considered if the required area of specialisation is met.
- Knowledge about micro / small industries functioning, capital requirements, working capital assessment, preparation of loan proposals / appraisal, etc.
- Expertise in conducting independent studies in the area of specialisation and in the preparation of potential plan for adoption / financing.

- Expertise in monitoring studies, identification of problems and suggestion for remedial measures.
- Expertise in micro enterprise / industries related market information, value chain analysis and creation of proper value chain system.
- Experience in liaising with line departments leading market research organisations, wholesale / retail markets of different commodities and market tie-up arrangements.

4. Place of work for Consultants / Young Professionals:

- For each district, the consultants will be attached. He / She may be placed in the district itself with in coordination with the DIO office of the district or operate from his / her place to the district periodically as per instructions of PMU within the overall administrative control of the PMU to be positioned in any district of project areas.
- A consultant may be allocated with one or more district as per need.
- Young professionals will be placed in PMU for 1 month on job training and later on the attached with districts and carry out all its duties from the districts on rotation basis for 6 months and will be deputed to nearby districts for another 6 months, so that knowledge and experience sharing be disseminated to other districts also within the overall administrative control of the PMU to be positioned in any district of project areas.
- Apart from district responsibilities, the young professionals may be required to visit other districts / Head office on assignments allotted by PMU on every Monday in a week.

5. Honorarium to the consultants & Remuneration to the young professionals:

I. Consultants:

- The consultants will be paid honorarium of Rs.3000/- per day all inclusive including conveyance charges with a maximum of 15 days in a month on retention basis. In the event of attending any meeting / workshop only Rs.1500/- per day will be paid.
- The travel expenditure from district to other district / State headquarters on duty will be reimbursed on actual 2nd class sleeper train fare / bus fare from the place of residence to the district concerned and back to residence. Local visits will be taken care by the programme through DIO of the district.
- Actual lodging expenses upto Rs.1000/- per day, in case of halt in other than attached district / State headquarters on official duties.

II. Young Professionals:

- The young professionals will be paid consolidated monthly remuneration of Rs.30,000/- with fixed travelling allowance of Rs.2000/-.
- They will be eligible to draw travel claim for outside district journey @Rs.150/- per day daily allowance with actual 2nd class sleeper train fare / bus fare, for halt at Chennai @ Rs.300/- per day will be paid.
- Local visits will be taken care by the programme through DIO of the district.
- Actual lodging expenses upto Rs.800/- per day, in case of halt in other than attached district / State headquarters on official duties.
- Their performance will be reviewed on half-yearly basis and their continuance will be decided based on assessment of work performance.
- The appointment will continue only upto the project period and no claim should be made for permanent appointment since, this engagement is made by contract.

6. Termination of appointment of young professionals:

- The work performance of young professionals will be appraised on half-yearly basis and if any young professionals' performance is found to be unsatisfactory, they will be terminated with one month notice.
- The young professionals will also have to give one month notice to PMU through DIO concerned, if they want to leave the job.

- The young professionals' services will be terminated after the completion of the project period or the period as may be decided by the competent authority / Government.

7. Method of Recruitment:

- An open advertisement will be placed in the local leading two Newspapers with 30 days' time calling applications besides, hosting in the PTSLP website www.ptslp.org
- A short written objective type test carrying 50 marks along with personal interview carrying 50 marks will be conducted by PMU.
- A selection committee will be formed with following team which will decide the questions / parameters for interview and other guidelines facilitating the recruitment.

1.	Chairman	Principal Secretary / Project Director , PTSLP
2.	Member Convenor	Additional Director
3.	Members	Finance & Admin. Manager
4.		Senior Rural Finance Manager
5.		Enterprise Development Manager

- The selection committee would conduct the recruitment and select required consultants and young professionals as per the r equired areas of specialization for the project and got it approved by the Programme Steering Committee (PSC).
- 20% of the consultants and young professionals may be also selected and kept in reserved list.

IFAD assisted PTSLP

Application for Engaging Consultants / Young Professionals

1.	Name of the Applicant	:																															
2.	Post applied for	:	Consultant / Young Professional																														
3.	Date of Birth & Age	:																															
4.	Marital Status	:	Single / Married																														
5.	Father / Husband's Name	:																															
6.	Residential Address	:																															
7.	Address for Communication	:																															
8.	Email ID & Contact Nos. (Landline / Mobile)	:																															
9.	Educational Qualification	:	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 15%;">Qualification</th><th style="width: 20%;">Name of the School / College</th><th style="width: 15%;">Name of the Board / University</th><th style="width: 10%;">Year of Passing</th><th style="width: 10%;">Aggregate %</th><th style="width: 10%;">Division/ Class obtained</th></tr></thead><tbody><tr><td>10th Std.</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>12th Std.</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Graduate Degree</td><td>Regular / Correspondence</td><td></td><td></td><td></td><td></td></tr><tr><td>Post Graduate Degree</td><td>Regular / Correspondence</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Qualification	Name of the School / College	Name of the Board / University	Year of Passing	Aggregate %	Division/ Class obtained	10 th Std.						12 th Std.						Graduate Degree	Regular / Correspondence					Post Graduate Degree	Regular / Correspondence				
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11.	Work experience (Previous position held / No. of years of services)	:	<ul style="list-style-type: none"> • Important work handled • Outstanding assignments / Contributions • Papers submitted if any 																				
12.	Areas of Expertise / Specialization / Special skills	:																					
13.	Languages Known (Speak / Read / Write)	:																					
14.	Computer Knowledge (MS – Word, Excel & Powerpoint Presentation)	:																					
15.	Candidate to enclose a one page note indicating their suitability to the post applied for	:																					

Signature of the Candidate