

Terms of Reference (TOR)

Position:	Livelihoods Consultant
Duty Station:	Vijayawada
Duration of Contract:	Two years
Reporting To:	SE/State Project Director, APLIP-II
Remuneration:	Rs. 70,000/- per month

Qualification

- Post Graduation in Agriculture Science/ Zoology/ Fisheries/ M.Sc. Agronomy

Age limit

- Maximum **62** years as on date of notification

Experience

- Minimum 10 years of experience in promotion of livelihoods
- Preference for work experience in international donor organization supported livelihood and/or poverty alleviation project
- Proficiency in computer skills in MS Office

Language requirements:

- Fluency in English required.
- Speaking and writing in Telugu is essential

Functional Responsibilities:

- Overall responsible for planning and implementation of livelihoods related component of the project including promotion Farmer Producer Organization (FPOs), Animal Husbandry and Fisheries, and
- Develop strategy for implementation of livelihood related activities including formulation of micro plans and livelihoods plan, and
- Facilitate participation woman, landless households and other vulnerable households in project activities
- Capacity building and training related to livelihoods promotion of functionaries of District Implementation Units (DIUs), Support Organizations (SOs) and field level line department functionaries,
- Develop guideline in collaboration with line departments related to promotion of specific livelihoods interventions,
- Develop guidelines in collaboration with line departments related to promotion and

strengthening of community organizations like Farmer Interest Groups, Village level Farmer Organizations, Farmer Producer Organizations (FPOs), Fisheries Cooperative Societies (FCS), etc,

- Organize State level trainings, exposure visits, workshops and capacity building,
- Support District Implementation Units in implementation, capacity building, monitoring and evaluation of livelihood related activities, and
- Support District Implementation Units (DIUs) and Support Organizations (SOs) for promotion of Income Generating Activities and marketing.
- Review National and state-level livelihood support programs and identify those which could be promoted within the Project areas,
- Develop guideline for convergence and facilitate convergence of project activities at district and State level,
- Responsible for coordination with the State and District level line department functionaries,
- Proactively provide technical advice to the functionaries of line departments, Support Organizations and DIUs, and
- Work with other members of PMU and other stakeholders for implementation of project activities
- Monitoring and evaluation of physical and financial progress related to livelihood promotion related components of the project,
- Monitoring physical and financial progress of activities related to promotion of livelihoods.
- Specifically, support MIS and M&E team including for conducting Baseline Study and other related studies of the project.
- Support and coordinate with Project Management Consultants team members for execution of livelihoods promotion related project activities.
- Responsible for any task assigned by SE/SPD as and when required for successful implementation of the project.

Position: M&E Consultant/ Documentation Consultant

Duty Station: Vijayawada

Duration of Contract: Two years

Reporting To: SE/State Project Director, APLIP-II

Remuneration: Rs. 70,000/- per month

Qualification

- Post Graduation in Statistics/Management Sciences/MBA

Age limit

- Maximum **62** years as on date of notification

Experience

- Minimum 12 years of experience in rural development/irrigation/ poverty alleviation projects with specific reference to M&E
- Preference will be for the experience in developing MIS system and assessment tools and administration

Language requirements:

- Excellent speaking and writing skills in English
- Speaking and writing in Telugu is essential

Functional Responsibilities

- Develop the Project Monitoring and Evaluation strategy for the project based on the project components
- Set up M&E frameworks for the project, evaluation criteria and verifiable indicators for each project component
- Develop assessment tools for WUAs, FPOs, Fisheries Cooperative Societies (FCS) and ensure administration of tools periodically at the districts
- Prepare M&E manual for monitoring and assessment
- Prepare standardized reporting formats and templates;
- Work closely with the DIUs and nurture the DIU teams to adopt the M&E system, project action plans and ensure necessary adherence and implementation
- Support SPD and other experts of PMU in ensuring implementation of periodical project plan

- Compilation of project annual plans from component wise plans in coordination with DIU team members.
- Carrying out field visit based monitoring from time to time for process monitoring.
- Closely work with the MIS specialist and draw insights for effective project management decisions and appraise SPD for further course of action
- Develop timelines for baseline studies, thematic studies, mid-term and final term evaluations and coordinate the events for on time completion of M&E works of the project
- Support SPD in identification of potential consultants to take up the assessment, study, research, monitoring and evaluation works for the project.
- Develop templates and guidelines for documentation of good practices, case studies
- Train DIU teams in identification of good practices, documentation, writing case studies
- Maintain repository of documentation
- Coordinate with the PMC and access necessary support for the project
- Any other duty assigned by the SPD from time to time.

Position: Social Scientist

Duty Station: Vijayawada

Duration of Contract: Two years

Reporting to: SE/State Project Director, APLIP-II

Remuneration: Rs. 70,000/- per month

Qualification

- Post Graduation in Rural Development/ Social Sciences

Age limit

- Maximum 62 years as on date of notification

Experience

- Minimum 15 years of experience in rural development/ poverty alleviation/ community development projects
- Preference will be given to the experience in the Government supported projects
- Proficiency in computer skills in MS Office

Language requirements:

- Excellent speaking and writing skills in English
- Speaking and writing in Telugu is essential

Key Responsibilities:

- Action Plans preparation and implementation of Institutional Development(ID) and Capacity building(CB) activities. Take complete charge of the project sub-component i.e Environmental and social issues
- Develop action plans for Forest Dwellers development, Health, safety and security issues along with verifiable indicators
- Develop a training module on Social Auditing for APILIP –II.
- Follow up with DIUs/ SO on formation of Social audit boards/ committees
- Develop timelines for social auditing and nurturing DIUs/SOs to complete the social auditing with high quality
- Monitoring of ID and CB activities
- Review of existing training modules of WUA and updating
- Preparation of training modules for State and District level officers on different thematic areas as per the project requirement.
- Preparation and Dissemination of New Guidelines

- Generation of monthly and quarterly progress reports
- Coordinate State and District Level CB & Workshops
- Annual budget preparation and approval
- Documentation of Project Case studies.
- Preparation of booklets brochures and publications.
- Train DIU teams in identification of good practices, documentation, writing case studies with specific reference to socio-cultural, economic aspects and gender relations.
- Maintain repository of documentation.
- Environmental and social management frame work.
- Developing Environmental Management Plan (EMP) and Environmental Monitoring Plans (EMOP) for the project and make necessary follow up the DIUs to implement the plan.
- Coordinate with the PMC and access necessary support for the project
- Any other duty assigned by the State Project Director from time to time.

Position: Senior MIS Consultant
Duty Station: Vijayawada
Duration of Contract: Two years
Reporting To: SE/State Project Director, APLIP-II
Remuneration: Rs. 70,000/- per month

Qualification

- Post Graduation in statistics/MCA/M.Tech/M.Sc Computer Science

Age limit

- Maximum **62** years as on date of notification

Experience

- Minimum 10 years of experience establishment and management of MIS systems.

Language requirements:

- Excellent speaking and writing skills in English
- Speaking and writing in Telugu is essential.

Functional Responsibilities

- Develop MIS system for the project using appropriate software packages
- Developing training module on project MIS management
- Train the DIU teams on management and use of MIS systems for effective implementation of the project
- Support implementation of identified modalities for project data collection from different districts including set-up of systems and tools for integration of MIS & GIS system
- Work closely with the DIUs and collect necessary data and update the MIS systems and generate reports and share with SPD
- Support the co-experts with necessary data for gaining understanding on the project scenario and to make necessary decisions
- Consolidation of information from the DPRs and document and maintain necessary information for ready reference.
- Generate monthly project component, district wise MIS reports and maintain soft files and hard copies for immediate reference
- Support and participate in information exchange and Co-ordination mechanisms with partners and relevant information systems/units.
- Coordinate with the PMC and access necessary support for the project
- Any other duty assigned by the State Project Director from time to time.

Position: **FPS Consultant**

Duty Station: Vijayawada

Duration of Contract: Two years

Reporting To: SE/State Project Director, APLIP-II

Remuneration: **Rs. 70,000/- per month**

Qualification

- B Sc (Ag) and Post Graduation in Agriculture Business or MBA/ Agri.Engg

Age limit

- Maximum **62** years as on date of notification

Experience

- Minimum 10 years of experience of working in different aspects of food value chain like preproduction, production, harvesting, processing, branding and marketing
- Preference for work experience in Government managed projects.
- Proficiency in computer skills in MS Office

Language requirements:

- Fluency in English required
- Speaking and writing in Telugu is essential

Functional Responsibilities

- Overall responsible for planning and implementation of food value chains component of the project including activities of Project Planning Monitoring Unit (PPMU)
- Support implementation of activities related to pre-production, production, post harvest, processing and marketing of key agriculture produces like coconut, mango, chilly and tomato
- Facilitate promotion of Good Agriculture Practices (GAP) and traceability of produce of different food value chains
- Review of Detail Project Reports (DPR) and implementation schedule and plan related to food value chain component of the project
- Prepare background paper, guideline and manuals with involvement of functionaries of PPIC.
- Support Project Implementation Teams (PITs) for implementation, execution of capacity building activities, monitoring and evaluation of activities planned in food value chain

component of the project

- Support and facilitate procurement of materials and equipments for timely execution of implementation plan
- Organize State level trainings, exposure visits, workshops and capacity building activities
- Regularly collect key trends including market information and potential risks associated with different food value chains and share with key stakeholders associated with the project
- Coordinate with State and district level functionaries of Directorate of Horticulture and AP Food Processing Society to facilitate implementation of activities of the project
- Coordinate with other line departments like agriculture and rural development to facilitate access to different Government schemes related to different food value chains
- Proactively facilitate linkage with food processing companies and industry associations for implementation of planned interventions
- Work with other members of PMU, members of Project Management Consultants (PMC) and other stakeholders for implementation of project activities
- Supervise and monitor progress of activities of Pilot Project Implementation Consultant (PPIC)
- Support and monitor baseline and other studies being planned by Pilot Project Implementation Consultant (PPIC)
- Monitoring and evaluation of physical and financial progress related to Food Value Chain component of the project
- Organize workshops at State level for mutual learning and identification of emerging best practices
- Documentation and sharing of emerging best practices related implementation food value chain component of the project
- Support PMU team for execution of activities related to MIS and M&E
- Support and coordinate with Project Management Consultants (PMC) team members for execution of activities of the project
- Responsible for any task assigned by SE/SPD and State Food Processing Society as and when required for successful implementation of the food value chain component of the project

Position: Institutional Development Consultant

Duty Station: District Headquarters

Duration of Contract: Two years

Reporting to: Superintendent Engineer

Remuneration: Rs. 32,000/- per month

Qualifications

- Post graduate degree in Social sciences/ Social Work/ Rural Development

Age limit

- Maximum **50** years as on date of notification

Experience:

- Minimum of 5 years working experience in promotion of community based institutions such as SHGs, Cooperatives, and Farmer Producer Organizations.
- Proficiency in computer skills in MS Office

Language requirements:

- Fluency in English required.
- Speaking and writing in Telugu is essential

Criteria for Districts option:

- **Applicants shall apply only for one district. Applications for more than one district are liable for rejection.**

Key Responsibilities:

- To coordinate and facilitate Project Implementation as per action plans preparation, monitoring, reporting etc.
- Monitoring of overall Capacity Building WRD, Horticulture, Agriculture, Fisheries and Animal Husbandry and ID activities at the district level.
- Carryout capacity building training to the SOs, WUAs, FPOs and FCS and make sure of necessary logistical arrangements
- Guide and follow up of Support Organizations in implementation of project activities
- Assess the functioning of the institutions – WUAs, FPOs, FCS, VFF etc and prepare assessment reports and consolidation of Assessment reports and share with the PMU
- Undertaking Self Rating of WUAs on quarterly basis in the prescribed format
- Assessment of SOs as per action plan implementation on monthly and quarterly basis

- Tracking of Social Data - Male, Female, Occupations, Gender, and Tribal with the support of “Support Organisations”.
- Collection of farmer wise land particulars and update in the MIS system
- Identification and preparation of case studies
- Support and coordinate with the PMU with regard to any urgent activity related to the project
- Responsible for any task assigned by SPD and Head of DIU.