

Terms of Reference (TOR)

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/Civil engineering

Age limit

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

Experience

- Minimum 12 years of experience in conducting evaluation or monitoring of projects with about 5years in state level projects.
- 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 result based M&E framework 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.
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- Carrying out field visit based monitoring from time to time for process monitoring.
- Closely work with the MIS Consultant 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: **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/ MBA/ Agri.Engg/ Graduation or Post Graduation in food science Technology.

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.