REQUEST FOR EXPRESSION OF INTEREST

Expression of Interest for Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

July, 2017
RAJASTHAN AGRICULTURAL COMPETITIVENESS PROJECT

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Expression of Interest for Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

REOI No.IN-PMU-RACP-20390-CS-QCBS/2017-18/5035

Date: 27.7.2017

The Rajasthan Agricultural Competitiveness Project Management & Implementation Society (RACP-MIS) has received credit (Credit No.5085 IN) from World Bank towards the cost of RACP and intends to apply part of the proceeds for consultancy services.

The Rajasthan Agricultural Competitiveness Project Management & Implementation Society now invites REOI for Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

Interested consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The details of REOI including Draft TOR may be viewed on link http://www.agriculture.rajasthan.gov.in/content/agriculture/en/RACP-dep.html


Consultant may associate with other consultant in the form of a joint venture or a sub consultancy to enhance their qualifications. Agency will be selected in accordance with the QCBS method set out in the Consultant Guidelines.

Expression of Interest must be submitted latest by 28.8.2017 at 15.00 PM at the address given below.

-sd-
(Dr. Om Prakash)
Project Director
Rajasthan Agricultural Competitiveness Project
II Floor, Academic Block, SIAM Campus,
Durgapura, Jaipur - 302018
Phone: 0141 - 2554215, 2554218
E-mail: pd@racpmis.com
RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

1. The Government of Rajasthan (GOR) is executing & implementing the World Bank assisted Rajasthan Agricultural Competitiveness Project (RACP) (Credit No. 5085-IN) in the State of Rajasthan.

2. Rajasthan Agriculture Competitiveness Project Management and Implementation Society (RACPMIS) is a registered Society which is implementing the World Bank funded Rajasthan Agriculture Competitiveness Project (RACP).

3. The Project Development Objective of the RACP is to establish the feasibility of sustainably increasing agricultural productivity and farmer incomes through a distinct agricultural development approach by integrating agriculture water management and agricultural technology, farmer organizations and market innovations in selected locations across the eight agro-ecological zones of Rajasthan.

4. The guiding principles under the project are: sustainable and efficient use of water resources, including improved on-farm water use efficiency, reduced water-intensive cropping patterns, and using the resultant savings of water from agriculture sector for economic purposes outside of agriculture in support of the state's water policy objectives; increased private sector participation in the development of value chains in processing and marketing in support of the state's agro-processing and agri-business policy; and improved public sector capacity in delivering agriculture support services.

5. The project will be executed and implemented in about seventeen (17) clusters representing eight (8) "Agro-Ecological Zones (AEZs)" of the state of Rajasthan with application of location-specific menu of approaches and interventions. In all the clusters except in Mokhampura, implementation of activities will be carried out by the concerning line departments with the support of Non-Governmental Organization (NGO).

6. Each cluster will have a defined theme and demonstration objective. The relevant hydrological catchment area / command area will provide basis of water resource management activities. Each of the clusters will address sufficient quantity of cultivation for the lead commodity identified and selected for the "Value Chain Development (VCD)".

7. Key Project Interventions are 1. Improved Water Use Efficiency; 2. Technology Transfer and Market Led Advisory Services; 3. Livestock Support Services for Small Ruminants (Goats); 4. Agri Business Promotion Facility; 5. Market Information and Intelligence Services
RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

QUALIFICATION CRITERIA

1. The consultant must be a legal entity registered under Company/Society/Cooperative/Trust Act/Proprietary Firm/Partnership Firm/LLP registered in India under the relevant regulation/legislation with a registered office in India and must have been operational in India for at least past five years.

2. The consultant must have minimum annual turnover of INR 500.00 Lakh in any of three financial years in last 5 years from 2011-12 to 2015-16 and supported by the Audited Statements.

3. If any consultant is applying as joint venture (special purpose vehicle) then associated each of them must have minimum annual turnover of INR 300.00 lakhs in any of 3 years in last 5 years from 2011-12 to 2015-16 and supported by the Audited Statements.

4. The consultant must have 5 years’ experience of providing similar services and recruitment of professional staffs. In case of joint venture then each of them should have at least five years’ experience and supported by necessary documents.
INSTRUCTIONS TO THE APPLICANTS

1. Applicant(s) must read all the "instructions to applicants" very carefully. Applicant(s) must submit its expression of interest (EOI) **strictly in the prescribed formats only. Experience of working in Rajasthan will have to be provided separately in the same format (in form nos. 07&08).**

2. The objective is to solicit EOI from eligible Agencies for consideration for short-listing.

3. This request for expression of interest (REOI) expressly intends to qualify the suitable submissions of expressions of interests for shortlisting exclusively on the basis of details and information furnished by the applicant(s) without being influenced by any other extrinsic factor.

4. Applicant(s) must note that this REOI does not intend to invite any curriculum- vitae (CV) of any professional' or expert. Applicants should note that the EOI submitted should not contain any CV or any proposal for professionals with or without names in any way.

5. Applicant(s) must ensure that the EOI submitted should include only required documents, details, and information. In no case, there should be an attempt to make it a bulky document with undesired documents and other unwanted details. The project is not obliged to consider such details that are not related with this REOI.

6. Details of project(s)/past experience should be provided **strictly in the "Prescribed Format" along with supporting documents/ evidence substantiating the experience of the applicant(s).**

7. Applicant(s) must ensure that each page of the EOI submitted in the prescribed format as well as all enclosures and annexures are signed by **the duly authorized signatory of the applicant.** All signatures must be dated.

8. All witnesses and sureties shall be person of status and probity and their full names and addresses shall be stated below their signature. Applicant(s) must furnish the "Power of Attorney" in prescribed format for the authorized signatory specifying acts, deeds and things as may be necessary in connection with the EOI. The "Declaration" submitted by the applicant(s) must be in accordance with the prescribed form and must be signed by the authorized signatory with competent power of attorney.

9. Consultant applying as Individual or as Joint Venture should have minimum five years’ experience separately.

10. The EOI submitted by the agencies will be evaluated / shortlisted on the basis of evaluation criteria.

11. Consultant may clarify their doubt(s) (if any) by contacting the authorized official(s) of the project communicating through telephone, facsimile or email.
RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

Form No.- 01

APPLICANT’S EXPRESSION OF INTEREST

(Applicants- must submit their expression of interest (EOI) on official letter head of the organization with name of cluster applied for)

To,

The Project Director
Rajasthan Agricultural Competitiveness Project (RACP),
Second Floor, Academic Block, SIAM Campus Durgapura, Jaipur-302018 (Rajasthan)

Subject: RACP-Expression of Interest (EOI) for Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

Reference: Your Request for Expression of Interest (REOI) No. (Insert EOI NO. here) published on (insert date)

Dear Sir,

We (name of organization) intend to submit an expression of interest (EOI) as Consultant Firm to Provide Individual Experts for Support Services in RACP in response to the request for Expression of Interest (REOI) published on (insert date here).

We, the undersigned applicant, have read and examined in detail your solicitation of expression of interest (EOI). We are submitting our Proposal in association with [Insert full name and address of associated agency, if any].

We are submitting all the required credentials/information as prescribed in your solicitation of EOI in prescribed formats.

We confirm that the information contained in this expression of interest or any part thereof, including its exhibits, and other documents submitted or to be submitted to RACP is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the project in its short-listing process. If any of the information provided here is found to be misleading the short listing process or unduly favours our agency in the short listing process, we are liable to be disqualified and rejection from the shortlisting.

We understand that this expression of interest is liable to be rejected from the shortlisting process if it is revealed that there exists any conflict of interests.

It is hereby confirmed that I/We are entitled to act on behalf of our agency and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this, __________ Day of 2017

(Signature)
(In the capacity of)
Duly authorized to sign the EOI for and on behalf of
(Name and Address of agency) Seal/Stamp
RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

Form No.- 02
POWER OF ATTORNEY

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF EOI
(To be executed on Non Judicial Stamp paper of appropriate value)

Power of Attorney

Know all men by these presents, we ................................................(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms.................................................................(name and residential address) who is presently employed with us and holding the position of ........................................... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our "EOI for engaging the Services of agency for Community Participation, Social Screening and Social Mobilization, Technical support required for implementation of Cluster Agricultural Competitiveness Plan (CACP) in identified RACP clusters "including signing and submission of all documents and providing information / responses, submission of expression of interest (EOI) to Rajasthan Agricultural Competitiveness Project (RACP), representing us in all matters before RACP, and generally dealing with RACP in all matters in connection with our EOI for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For ________________

(signature)

(Name, Title and Address of the Attorney)

Note:

(1) The mode of execution of the Power of Attorney should be in accordance with the procedure, laid down by the applicable law.

(2) Separate power of Attorney in case of associate agency in favour of same signatory will be required.
### RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

#### Form No.-03- PARTICULARS OF APPLICANT ORGANIZATION

<table>
<thead>
<tr>
<th>Name of Applicant Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Head Office and / or Registered Office)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number(s)</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>WEBSITE</td>
</tr>
</tbody>
</table>

**Authorized Contact Person**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Telephone Number(s)</th>
<th>Cellular(Mobile) Number(s)</th>
<th>FAX Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

**Engagement of Partner/ Associate Partner Agency**

<table>
<thead>
<tr>
<th>Partner Agency Name</th>
<th>Partner’s Experience (No. of Years)</th>
<th>Period of Association With Applicant agency (Years)</th>
<th>Brief Description of Capacity of Engagement/ Association</th>
</tr>
</thead>
</table>

*Applicant must furnish brief profile of the engagement partner/associate partner agency including its post-qualification experiences and its roles and responsibilities in not more than 100 words.*
### Form No. - 4 LEGAL STATUS

<table>
<thead>
<tr>
<th>Establishment/Incorporation Date (for applicant organization)</th>
<th>Registration Authority</th>
<th>Date of Registration</th>
<th>Registration Number(s)/Reference</th>
<th>Registration Under Act/Rules/Provision</th>
</tr>
</thead>
</table>

**Applicant must furnish the Memorandum of Association, legally valid Registration certificate issued by the competent authority and it must be annexed accordingly.**

### GST Registration

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Registration Authority</th>
<th>Validity of Registration</th>
<th>Registration Certificate/Document</th>
</tr>
</thead>
</table>

**Applicant must furnish the legally valid Service Tax Registration document (certificate etc.) issued by the competent authority and it must be annexed accordingly.**

### Income Tax

<table>
<thead>
<tr>
<th>PAN Number</th>
<th>Income Tax Authority (Circle)</th>
</tr>
</thead>
</table>

**Applicant must enclose the PAN number document.**

### FCRA Registration

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Registration Authority</th>
<th>Validity of Registration</th>
<th>Registration Certificate/Document</th>
</tr>
</thead>
</table>


RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

Form No. -05- ANNUAL FINANCIAL CAPACITY (TURNOVER) STATEMENT

(The Applicant(s) shall necessarily furnish details about its Annual Turnover for past five (05) years based on the Audited Annual Financial Statements)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>ANNUAL TURNOVER (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant (Lead) Agency (Name_____________)</td>
<td>Associate Partner Agency (Name_____________)</td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td></td>
</tr>
<tr>
<td>2013-14</td>
<td></td>
</tr>
<tr>
<td>2012-13</td>
<td></td>
</tr>
<tr>
<td>2011-12</td>
<td></td>
</tr>
</tbody>
</table>

1. Applicant(s) must enclose Certified Copy of Audited Annual Accounts and Annual Reports for the last Five (05) Financial Years ended on March 31, 2016,
2. Applicants, including each associate partner(s) agency must furnish financial information supported by audited statements. Each applicant or partner agency shall fill in this form. If necessary, use separate sheets to provide complete information.

Form No - 06 STAFFING STATUS*

Details of full time key staff (Professional/ Technical) with the Agency

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
<th>Experience</th>
<th>Period of Association with organization</th>
<th>Brief nature of work done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of Professional/Technical staff who are on panel or could be mobilized

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
<th>Experience</th>
<th>Period of Association with organization</th>
<th>Brief nature of work done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Please indicate the staffing status of only those persons who are engaged in similar assignments / work.
### Form No.-07- On Going Assignments (Point No.4 of Qualification Criteria)

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Funded by Multilateral/ Bilateral funding agency/ Government/Public Sector/Private Sector</th>
<th>Nos. of Assignment</th>
<th>Nature of Assignment</th>
<th>Year of Work Done</th>
<th>Value of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Form No.-08 -Assignments Completed During Past Five Years (Point No. 4 of Qualification Criteria)

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Funded by Multilateral/ Bilateral funding agency/ Government/Public Sector/Private Sector</th>
<th>Nos. of Assignment</th>
<th>Nature of Assignment</th>
<th>Year of Work Done</th>
<th>Value of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sector specific experience in Rajasthan – Please specify

### Brief Description of Experience (about 100 words only)

*Applicant organization will necessarily furnish the documentary evidence (contract award letter) issued by the client clearly specifying terms & conditions of the contract along with the performance certificate.*
RACP-REOI to Selection of Consultant Firm to Provide Individual Experts for Support Services in RACP

Form No.-09 : DECLARATION BY THE APPLICANT

(Declaration must be on the official letter head duly signed by the authorized/competent signatory)

1. We hereby confirm that we (name of the applicant Organization) are interested in submission of our expression of interest (EOI) for the hiring of agency for RACP.
2. We confirm that all information contained in this, Expression of Interest (EOI) and subsequently provided / clarified are in good interest and faith. All the information provided herewith is genuine and accurate.
3. We understand that this is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.
4. We hereby confirm that our agency is independent from the project and there is no Conflict of interest. We also confirm that our organization is completely independent of the entity (RACPMIS). Neither the agency nor its Partners or Associates have any financial interest in the business of the RACPMIS.
5. We confirm that no partner of the organization or any qualified employee of the organization is related to any member of the Governing Body/Executive Committee/ or any of the senior management of the RACP-MIS and RACP. The term "Relative" here means husband, wife, brother, or sister, or any lineal ascendant or descendant.
6. We confirm that our organization has never been and is not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by CAPART or with any of the Government agencies.
7. We confirm that in case of any further changes which affect this declaration at a later date; we would inform the project appropriately.

Dated this, .................. Day of, 2017

(Signature)
(In the capacity of)
Duly authorized to sign the EOI for and on behalf of
(Name and Address of agency) Seal/Stamp

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Brief Description of Enclosure/Annexure</th>
<th>Enclosure/Annexure Reference Number</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant(s) must ensure that all documents submitted supporting any detail or information of this expression of interest must be listed with its title/brief description herein with specific enclosure/annexure number and page number.
Draft Terms of Reference (TOR)

For Selection of

Consultant Firm to Provide Individual Experts for Support Services in RACP

1. Background:

Government of Rajasthan (GOR) through Government of India (GOI) has received a credit (Credit No.5085-IN) from the World Bank for the Rajasthan Agricultural Competitiveness Project (RACP). The Rajasthan Agricultural Competitiveness Project Management and Implementation Society (RACP-MIS) now intends to apply a portion of this credit for eligible payments for hiring Manpower Agency Services for RACP.

1.1 Project Area

The project execution involves seventeen (17) clusters spread over eight (8) agro-climatic-zones (ACZs) of the state covering more than 200000 ha area. The project will directly benefit nearly 155,000 farmers, predominantly small holders by sustainably increasing their income levels.

1.2 Project Development Objective

Project Development Objective is to establish the feasibility of sustainably increasing agricultural productivity and farmer incomes through a distinct agricultural development approach by integrating agriculture water management and agricultural technology, farmer organizations and market innovations in selected locations across the eight agro-ecological zones of Rajasthan. The aim is for the state to help farmers get more rupees per unit of water in compensation for farmers using fewer units of water.

1.3 Components

a) There are four components under the project. The first component is climate resilient agriculture that allows for sustainable use of the natural resource base, aiming to increase long term productivity and farm incomes. The second component is markets & value chains, which aims to enable farmers to engage in profitable market oriented production and market linkages. The third component is farmer’s organizations and capacity building, which support mobilization and establishment of farmer groups and organizations, capacity building for participatory planning and implementation etc. The fourth component is project management, Monitoring and Evaluation (M&E), learning etc.

b) Further details about the project may be seen in the ‘Project Appraisal Document’ (PAD) which can be downloaded following URL of the World Bank:


1.4 The objective of fourth component is to ensure effective implementation of the project activities, including monitoring & evaluation (M&E) of project interventions; establishment of State Project Management Unit (PMU) etc. The PMU headed by a Project Director has been established and is housed in the RACP-MIS, which has the overall responsibility for implementation and day-to-day coordination, including responsibility for overall financial management, central level procurement, safeguards, M&E, supervision and other backstopping arrangements. The PMU is
envisioned to be staffed by a team of professionals including subject specialists and support staff functionaries, including a Chief Finance Controller, Procurement Specialist, M&E and MIS Specialists, Social Development Specialists and Environment Specialists, Agri-business Specialist and other technical personnel. In addition, the PMU has six deputed representatives of the participating line departments¹ as Coordinators, for the components for which their parent line departments are responsible.

1.5 As some of the required key manpower for the project could not be obtained by deputation from the Government of Rajasthan (GOR) it has been considered to hire a manpower agency for providing the required manpower for Project Management Unit (PMU) and line departments i.e. Agriculture, Horticulture, Animal Husbandry, Watershed Development and Soil Conservation, Water Resources, Ground Water Department at Project Implementation Units (PIUs) and with Project Implementing Agencies at cluster level of these line departments & District Project Management Unit, Jaipur for effective implementation, coordination of the RACP. The selected manpower agency will be required to provide required subject specialists as well as the support functionaries (Attachment-1) to the project.

2. Objective of Assignment

1. In the light of the above background the RACP-MIS seeks to enter into an outsourcing agreement with a Manpower Agency for providing competent technical and support manpower resources as and when required by RACP.

2. The objective of this Assignment is to get different specialists as Attachment-1 for PMU, PIUs, and Project Implementation Agencies at district level in six line departments i.e. Agriculture, Horticulture, Animal Husbandry, Watershed Development, Soil Conversations, Water Resources and Ground water and District Project Management Unit, Jaipur.

3. The manpower/specialists deployed by the manpower Agency (MPA) shall be dedicated and they would be full time for providing their services. The manpower to be deployed should be in accordance with the service requirements of RACP.

3. Scope of Work:

1. The TOR defines the broad scope of the assignment wherein the hired agency is supposed to come up with a strategy and action plan for headhunting and placing staff at state, district and at cluster level. It is important for the agency to understand that these positions are of leadership, supervision and execution level and strategic in nature wherein quality would be the main focus for the project. The agency should come up with innovative ways of recruitment and headhunt the best talent available in the development sector.

2. The agency selected to accomplish the scope of this ToR needs to have good knowledge and understanding about the development sector and should have requisite skills for headhunting the right kind of human resource.

3. The agency chosen will be engaged initially for a period of 1 year and based on the services, the agreement contract may be extended for further period on mutual consent.

¹ The participating six line departments of the Government of Rajasthan are Agriculture, Horticulture, Animal Husbandry, Water Resources (Surface irrigation), Ground Water, and Watershed (within Rural Development). In each of these line departments a small Project Implementation Unit (PIU) headed by a Nodal Officer from the respective line department has been established to facilitate activities associated within the respective line departments and to coordinate between the line department and the PMU. The respective PIU function under the overall guidance and control of the respective head of the department and coordinate closely with the PMU and oversee filed level implementation of activities.
4. **Key Tasks and Responsibilities:**

1. **Deployment of 109 Subject Specialists and Support Staffs** as summarized in Attachment – 1 for the tasks entrusted;

2. **Supervision of Manpower** and if there is any inefficient manpower, providing replacements for thereof.

5. **Duration of Assignment:**

1. The assignment is expected to be required upto end of the project period of RACP, unless terminated earlier by the PMU for whatsoever reason. The assignment, purely on contractual basis, will be initially for a period of one year and thereafter the agreement may be extended on annual basis depending on satisfactory performance of the Manpower Agency, as assessed by PMU.

2. The contract shall expire after one year from the date of signing a formal contract unless extended further by the project. The monthly rates will remain firm for a period of 12 months after the effective dates, thereafter adjusted **ten (10) percent for subsequent year on the basis of seven percent (7%) covering the average annual inflation and three percent (03%) as annual increase** on the same terms and conditions. In case of termination of this contract on its expiry or otherwise, the manpower deployed by the manpower agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this office. The MPA shall make the contents of this TOR known to every personnel deployed for the project.

3. Notwithstanding above, the contract under this TOR may be terminated at any point of time by the PMU owing to, but not limited to, deficiency of services, sub-standard quality of specialists deployed, breach of contract, reduction or cessation of the requirements of work with no liability to the RACPMIS except as provided in the contract.

6. **Review and Monitoring of the Assignment**

The performance of the manpower as well as the Manpower Agency shall be reviewed by the PMU periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee headed by the PD, RACP specifically constituted for the purpose. The agency will comply with the recommendation made by Review Committee and accordingly complete the assignment at no additional cost.

7. **Reporting**

For all purposes the Agency will be reporting to the Project Director, RACP.

8. **Description of Services**

1. To provide **109 Subject Specialists and support Staffs** to the project as shown in the **Attachment-1**: These Subject Specialists and Support Staffs will be provided to RACP as per following parameters:
1. All Subject Specialists and Support staffs required to be provided within 15 days after the contract is signed by the MPA to the RACP.

2. Shortlisted MPAs will however quote in the financial proposal for the monthly rates of all the specialist & support staff. MPA’s service-fee basis of the remuneration of the recruited staff will, be worked out during contract negotiation and incorporated in the contract for billing purposes only.

3. The contract price ceiling will be based on the total remuneration of all the specialist & support staff for 12 months (January 2018 to December 2018), plus the service fee of the MPA as applicable. If project is extended, the contract may be extended accordingly on the agreement of both client and MPA.

4. Monthly payment to the MPA will however be on the basis of the total monthly-remuneration of the man-power actually provided by the MPA to the project, who have served the project during the month, plus the MPA’s service fee based on the quoted amount (exclusive of taxes).

5. Goods & Service Tax (GST) will be reimbursed on monthly bill at the prevailing rates after GST registration number is furnished.

2. The Manpower Agency will select suitable candidates as per the contract through proper advertisements, interviews means a complete selection procedure has to be adopted by the manpower agency. The project may ask adopted selection procedure anytime if needed.

3. After the selection of the suitable candidates, the Manpower agency will submit CVs of candidates at his own cost to the project. The project will assess his CV and if his CV is found appropriate, the candidate shall be called for an assessment. The assessment will be conducted by a committee to be constituted for the purpose. Expenses to be made on this selection process will not be beard by the project.

4. The selected candidates will be employed through the Man Power Agency (MPA) purely on contractual terms co-terminus with the duration of the agreement between the RACPMIS and the Man Power Agency (MPA) for RACPMIS;

5. The Man Power Agency (MPA) shall designate an officer as Project Manager to coordinate all activities between the RACPMIS and the Man Power Agency (MPA). The Project Manager shall coordinate all activities pertaining to engagement of personnel under for RACPMIS and other activities incidental thereto;

6. The all expenses of the Project Manager including the other staff of the Man Power Agency (MPA) engaged for proper and smooth functioning of the Project Team shall be borne by the Man Power Agency (MPA).

7. The Man Power Agency (MPA) shall be the appointing authority for the all the positions under for RACPMIS and shall be authorized to take the disciplinary or any other action against these personnel as per the rules of the Man Power Agency (MPA).

8. The Man Power Agency (MPA) will take care of any legal matter arising due to or in course of engagement of personnel for RACPMIS. The contract personnel to be deployed under RACPMIS by Man Power Agency (MPA), shall be for a maximum period of 12 months which may be further extended accordingly the agreement of both client and MPA.
9. The specialists as well as the support staff functionaries must satisfy the requisite qualification and experience as indicated in the Attachment - 2 to this TOR. The maximum age permissible for the manpower would be 60 years. However, Project Director, RACP may relax upto 65 years on reasonable grounds.

10. The selected Manpower Agency may be required to increase or decrease number of specialists and support personnel to be deployed during the tenure of contract, based on actual requirements of RACP.

11. The Manpower Agency shall have to make the payment to the specialists and the support personnel as per the contract agreement signed between the RACPMIS and the MPA. The MPA shall maintain statutory records & registers properly as required under the relevant Law/Acts in this respect. The agency shall produce the same, on demand, to the authorized personal of RACPMIS or any other authority under Law.

12. The Manpower Agency will also ensure the required subscription of Service Tax and other tax and levies liabilities as prescribed by the law, prevailing rules and regulations and will also ensure that it is deposited with respective government agency/department within prescribed time limit. The payment particulars of Tax paid in previous month shall necessarily be submitted along with the bill for subsequent month, failing which appropriate action shall be taken, as deemed fit.

13. The Tax Deduction at Source (T.D.S.) for MPA shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office. All other taxes, duties and levies shall be deducted in compliance to the applicable laws at the time of payments.

14. In case, the manpower agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the PMU is put to any loss / obligation, monitory or otherwise, the PMU shall be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monitory terms.

15. The Manpower Agency shall indemnify and at all times keep the PMU indemnified any direct loss to it on any claims by any third person for any personal injury to anybody or loss to property, movable or immovable, earned by or attributable to any act or omission of the agency/firm or any of his employee, agent or professional etc. while performing or purporting to perform this agreement.

16. The Manpower Agency shall be responsible for compliance of all statutory provisions, related provisions as per law, in respect of the specialists/persons deployed to RACP.

17. If any specialists/functionary deployed by the Manpower Agency is absent for a particular working day or comes late / leaves early on three occasions in a month, one day payment shall be deducted. Any specialist / functionary shall compulsorily work at least 30 days in the project. If any specialist/functionary deployed by the Man Power Agency has not worked minimum 30 days from date of joining, no payment shall be made to the particular specialist / functionary.

18. The Manpower Agency shall immediately provide a substitute in the event of any specialist/functionary leaves the job due to his / her personal or any other reasons.
substitute shall be provided promptly and within maximum seven (15) days, if the agency is failed to provide the substitute the double payment of salary of personnel (salary will be calculated on day basis) will be deducted from the next bill of the Man power Agency.

19. In case, any specialist deployed by the Manpower Agency commits any act of omission / Commission that amounts to misconduct / indiscipline / incompetence and security risks, the Manpower Agency shall be liable to take appropriate disciplinary action against such specialist/functionary, including their removal from the project, if required, within 2 days of being brought to MPA’s notice either by phone / fax / letter.

20. Any specialist/functionary once deployed to the project, the MA shall not withdraw or remove any such specialist/functionary without the written consent of the Project Director-RACP.

21. The Manpower Agency shall not transfer, assign, pledge or sub-contract its rights and liabilities under this TOR to any other agency without prior written consent of this Department.

22. The Manpower Agency shall be bound by the details furnished by them, while submitting the detailed technical & financial proposal or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the agency liable for legal action besides termination of contract.

23. The specialist/functionary deployed by the Manpower Agency shall be required to provide services for all working days in a week. Though the usual timing for services shall be from 9.30 AM to 6.00 PM from Monday to Friday, which is applicable to Government Employees of Rajasthan, if necessary they will be required to do the work beyond office hours if required due to urgency. The deployed specialist/functionary may be called upon for the services on Saturday, Sunday or on notified holidays also, if required, without any extra charges.

24. The Manpower Agency shall provide photo-identity card to the every personnel deployed to provide services within week period.

25. The Manpower Agency shall make the payment of salary of deployed personnel under RACP maximum by first week of next months. If Agency is failed to pay salary accordingly it will be assumed that no service rendered by the Agency so no service charge will be paid by RACP to Agency of the concerned month.

9. **Duties of the RACPMIS:**

1. The Manpower Agency will be given access to all documents, reports, correspondence and any other information as deemed necessary for providing the specialists.

2. Apart for the monthly payment to the Manpower Agency as per the contract agreement, the PMU will reimburse the traveling expenses and other such expenses shall be in accordance with the TA/DA policy of RACP to be decided during the negotiation of the contract. A prior written approval of the PD, RACP, PIUs and PIAs for specific field visit programs would be mandatory for admissibility of reimbursement.
3. 12 days paid leave (not more than two per month) will be given in a year to the Specialists and Support Staff provided by the MPA. No medical / Sick and earn leave will be given to the staff.

4. The RACPMIS shall provide the total requirement of personnel to be filled-up by the Man Power Agency (MPA) as per the agreement along with job description, job specification and other eligibility criteria well in advance to the Man Power Agency (MPA).

5. The RACPMIS shall designate an Officer to act as Nodal Officer to interact with the Man Power Agency (MPA) for planning, coordinating and implementing various activities related to selection, recruitment and deployment of the personnel for RACPMIS.

6. The RACPMIS shall ensure timely release of funds to the Man Power Agency (MPA) for smooth execution of the project.

7. The RACPMIS shall provide required office space, furniture, equipment’s, stationary, consumable, utilities and other overhead expenses for execution of the project at own cost to Personnel engaged under this Contract.

8. Arrange and inform the Man Power Agency (MPA) well in advance of the place of work of the personnel engaged under RACPMIS.

9. The RACPMIS will approve the CVs assessment made by the committee constituted for the purpose of the personnel submitted by the Man Power Agency (MPA) after adopting selection procedure as per the contract signed between MPA and RACPMIS.

10. Mode of Payment:

1. First payment will be made after 100% deployment of the personnel.

2. Payments shall be made to the Manpower Agency on monthly basis as per actual service provided, and as per provisions of the contract agreement. No cash payment will be allowed, only online payment (NEFT/RTGS) will be accepted.

3. The Manpower Agency shall raise bill, in triplicate, along with tax-paid details and the attendance sheet & work satisfaction report duly verified by authorized competent officer of the PMU/PIU/PIAs2 and salary slip of last month in respect of the specialists/functionaries deployed and submit the same in the first week of the succeeding month. Payment of a previous month shall be released by the second week of the succeeding month.

4. The claims in bills should be accompanied by the documentary proof pertaining to the concerned month bill as stated above. Failing which, a portion of the bill / whole of the bill amount shall be held up till such proof is furnished.

**ATTACHMENTS TO THE TOR:**

*Attachment-1: Statement of Required Manpower Resources for RACP*

*Attachment-2: Job Responsibility, required qualification experience etc. for required manpower including subject specialists and support staff functionaries for RACP*

---

2 **PMU:** Project Management Unit of RACP, located at Jaipur; **PIU:** Project Implementation Unit of RACP, associated with the line departments of RACP, located at Jaipur & PIAs associated with the project at district locations.
## ATTACHMENT-1

### REQUIRED MANPOWER RESOURCES FOR RACP

<table>
<thead>
<tr>
<th>S. No.</th>
<th>RACP Manpower</th>
<th>Nos.</th>
<th>SERVICE DESCRIPTION</th>
<th>RACP UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>FINANCIAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Manager Finance (CA)</td>
<td>1</td>
<td>Chartered Accountant (C.A.)</td>
<td>PMU</td>
</tr>
<tr>
<td>2</td>
<td>Finance Assistant</td>
<td>3</td>
<td>Financial assistance in computerized accounting system on Tally</td>
<td>PMU</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>PROCUREMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Manager (Procurement)</td>
<td>1</td>
<td>Procurement Professional with experience of project</td>
<td>PMU</td>
</tr>
<tr>
<td>4</td>
<td>Assistant Manager (Procurement)</td>
<td>6</td>
<td>Procurement Professional with experience of project</td>
<td>PIU</td>
</tr>
<tr>
<td>5</td>
<td>Program Assistants</td>
<td>1</td>
<td>Working experience in procurement</td>
<td>PMU</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>PROJECT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Social Development Specialist</td>
<td>1</td>
<td>Specialist in Social Development</td>
<td>PMU</td>
</tr>
<tr>
<td>7</td>
<td>MIS Specialist</td>
<td>1</td>
<td>Specialist in MIS</td>
<td>PMU</td>
</tr>
<tr>
<td>8</td>
<td>M&amp;E Specialist</td>
<td>1</td>
<td>Specialist in Monitoring and Evaluation</td>
<td>PMU</td>
</tr>
<tr>
<td>9</td>
<td>Environment Specialist</td>
<td>1</td>
<td>Specialist in Environment Management</td>
<td>PMU</td>
</tr>
<tr>
<td>10</td>
<td>Agri-Business Specialist</td>
<td>1</td>
<td>Specialist in Agri-Business Management</td>
<td>PMU</td>
</tr>
<tr>
<td>11</td>
<td>Geographical Information System Specialist</td>
<td>1</td>
<td>Specialist in Geographical Information System &amp; Remote Sensing</td>
<td>PMU</td>
</tr>
<tr>
<td>12</td>
<td>Ground Water Specialist</td>
<td>1</td>
<td>Specialist in Ground Water Management</td>
<td>PIU</td>
</tr>
<tr>
<td>13</td>
<td>District Coordinator (Hydrology)</td>
<td>1</td>
<td>Hydro geologist in Ground Water Management with GIS</td>
<td>PIU (GWD)</td>
</tr>
<tr>
<td>14</td>
<td>District Coordinator (Livestock)</td>
<td>12</td>
<td>Specialist in Livestock Management</td>
<td>DPMU &amp; PIA (Districts)</td>
</tr>
<tr>
<td>15</td>
<td>District Coordinator (Watershed)</td>
<td>10</td>
<td>Specialist in Watershed Management</td>
<td>DPMU &amp; PIA (Districts)</td>
</tr>
<tr>
<td>16</td>
<td>Programme Assistants (Surface Water)</td>
<td>7</td>
<td>Specialist in Surface Water (Irrigation) Management</td>
<td>PIA (Districts)</td>
</tr>
<tr>
<td>17</td>
<td>District Coordinator (Hydro-geology)</td>
<td>3</td>
<td>Specialist in Hydrology</td>
<td>PIA (Districts)</td>
</tr>
<tr>
<td>18</td>
<td>District Coordinator (Agriculture)</td>
<td>17</td>
<td>Specialist in Agriculture</td>
<td>DPMU &amp; PIA</td>
</tr>
<tr>
<td>S. No.</td>
<td>RACP Manpower</td>
<td>Nos.</td>
<td>SERVICE DESCRIPTION</td>
<td>RACP UNIT</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------</td>
<td>------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>19</td>
<td>District Coordinator (Horticulture)</td>
<td>17</td>
<td>Specialist in Horticulture</td>
<td>DPMU &amp; PIA (Districts)</td>
</tr>
<tr>
<td>20</td>
<td>Program Assistants</td>
<td>12</td>
<td>Horticulture, Agriculture, Livestock, Watershed, Groundwater, Surface Water, Social Development, Environment, M&amp;E, MIS, Agri-business</td>
<td>PMU</td>
</tr>
<tr>
<td>21</td>
<td>Program Assistants</td>
<td>5</td>
<td>Horticulture, Agriculture, Livestock, Watershed, Surface Water</td>
<td>PIU</td>
</tr>
<tr>
<td></td>
<td><strong>D</strong></td>
<td></td>
<td><strong>SUPPORT STAF</strong></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Executive Assistant</td>
<td>6</td>
<td>Personal Assistant with Secretarial Experience</td>
<td>PMU</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>109</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Job Responsibility, Required Qualification, Experience etc. for Required Manpower Including Subject Specialists and Support Staff Functionaries for RACP

Manager Finance / Chartered Accountant

Scope of Work

Main objective of hiring a qualified Chartered Accountant (C.A.) is to ensure efficient accounting system in place with the Rajasthan Agricultural competitiveness Project (RACP). The Manager Finance (C.A.) will assist in providing and maintaining efficient & effective financial services to RACP. She/he will also be responsible to ensure that RACP has effective approaches to financial management and control, ensure consistent & robust financial systems and generation of timely & accurate information to support the project.

Essential Qualifications

1. Educational Qualification

Chartered Accountant must be qualified C.A. certified by the Institute of Chartered Accountants of India (ICAI).

2. Working Experience

At least 02 years of experience of financial management with an organization.

Desirable Qualifications and Experience:

1. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or any an international/national NGO institution.

2. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

3. Ability to work effectively in teams as well as independently.

4. Excellent communication and interpersonal skills.

5. Ability to work independently with large volumes of data with problem – solving ability.

6. Expertise with all banking aspects, PF, salary accounts, professional tax, insurance, multi-branch accounts handling, internal auditing, etc.

7. Fluency in English and Hindi.

Computer Skills

1. Proven experience of working in advanced word processing/ spreadsheet including MS Word, MS Excel and MS Power Point and other applications.

2. Proficiency with the Knowledge and working with computerized accounting system(s). Proficiency with Tally ERP 9 is essential.

3. Must be proficient with other computerized systems like Saral TDS.
KEY JOB RESPONSIBILITIES

i. The Manager Finance (C.A.) shall provide technical support to the project in all areas of accounting and financial management. He/she shall ensure that funds disbursed are properly accounted. She/he will work closely with the finance and programs team to ensure that contractual obligations and project deliverables are passed onto meet project objectives.

ii. The Manager Finance (C.A.) will be specifically responsible the monitoring and financial management of funding and timely disbursement of funds. She/he will work closely with the accounts team of the Project and will assist in works related to budget; work plan, grants disbursement and audits.

iii. She/he will support in the process of signing grant agreements and design/maintain systems and responsible for the timely renewals, amendments, closeouts, etc. of various sub-grants in accordance with contractual obligations and regulations.

iv. She/he shall regularly monitor financial performance of the project including monitoring of expenditures. She/ he will also ensure analysis and preparations of reports required for financial management of the project.

v. She/he shall carry out regular monitoring visits with the program team and other members of finance team in order to ensure effective financial management.

vi. She/he will liaise with appointed internal auditors and review internal audit reports and will ensure compliance with corrective measures.

vii. She/he will review the external audit reports of C.A.G. and will ensure compliance with corrective measures.

viii. She/ he will regularly assess financial record-keeping and internal control systems.

ix. She/he shall be assisting in identifying the areas where the CBOs and other implementing partners require support and provide specific technical support on financial management, internal control systems, budgeting and sub-grants management, etc. to ensure effective project implementation.

x. She/ he shall install and support, where necessary, computerized financial accounting systems in other implementing agencies as well.

xi. She/ he will follow the project objectives and will proactively contribute to the achievement of the strategic project objectives ensuring adherence to quality and timeliness of the deliverables.

xii. She/ he shall be responsible for proper keeping and maintaining of financial records.

xiii. She/ he shall be responsible for proper deduction of all applicable taxes and levies including service tax, TDS & P.F. and timely deposit all the returns to the authorities.

xiv. She/ he will ensure providing accurate and timely financial/accounts information to the project management.

xv. She/ he will maintain cash book and tally cash on daily basis and will prepare monthly expenditure statements.

xvi. She/he shall maintain efficient filing system for the administrative and accounting records.

xvii. She/he shall carry out day to day finance and accounting functions for the project and shall also be responsible for bank reconciliation and maintaining the fixed assets register.
xviii. She/he shall assist the Chief Finance Controller and Project Director RACP in financial management and capacity building and in performing other responsibilities as and when required.

**Travel Requirements**

The Manager Finance may be required to undertake field-visit and tours as per the project requirements.

**Performance Review**

The work and performance of the Manager Finance shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

**Assistant Manager (Procurement)**

**Scope of Services**

Assistant Manager (Procurement) will be supported by a qualified procurement professional who will help in ensuring efficient and effective procurement under the Rajasthan Agricultural competitiveness Project (RACP). The Assistant Manager (Procurement) will help in providing and maintaining efficient & effective procurement management services to RACP. She/he will also be responsible to ensure that RACP has effective approaches to procurement management support to the project.

**Essential Qualifications**

1. **Educational Qualification**

Graduate or Post-Graduate Degree in Engineering with procurement related Diploma or Certificate Course or trained in Procurement Management in a National Level Institute, OR MBA in Finance/ Supply-Chain Management/ Materials Management / International Business Management/ International Trade with procurement related Diploma or Certificate Course, OR M.S. in Procurement, OR Graduate or Post-Graduate with Certificate Purchasing Management (CPM) Course.

2. **Working Experience**

The candidate should preferably possess two or three years of working experience with the established international procurement systems including the World Bank Procurement System with any project/organization.

**Desirable Qualifications and Experience:**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, ADB etc. and/or any international/national NGO institution.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem – solving ability.

vi. Fluency in English and Hindi.
**Computer Skills**

i. Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other applications.

ii. Proficiency with working on ERP and computerized procurement system(s) shall be an added advantage.

**KEY JOB RESPONSIBILITIES**

The Assistant Manager (Procurement) shall be responsible:

i. To provide technical support to the project in all areas of procurement management. He/she shall ensure that funds disbursed are properly accounted. She/he will work closely with the procurement team to ensure that contractual obligations and project deliverables are passed onto meet project objectives.

ii. To assist in monitoring and procurement management of the project.

iii. To assist in preparing and updating of Procurement Plans for the project.

iv. To assist in the management of procurement of works, goods & equipment, and Man Power Agency (MPA)s in pursuance of the specific World Bank Procurement Guidelines.

v. To assist in implementing the project, to strengthen the procurement management capabilities of the Project Management Unit (PMU).

vi. To assist in procurement of services of consulting companies, preparation of procurement documentation, selection and evaluation procedure and elaboration of relevant documentation in compliance with the WB procurement procedures.

vii. To assist and prepare the bidding/proposal documents under the supervision of the Procurement Manager of RACP.

viii. To assist and ensure that the procurement procedures of the World Bank are adhered in spirit and in strict conformity with the relevant WB Guidelines.

ix. To assist and prepare the minutes of all procurement related meetings including pre-bid/proposal-conference.

x. To assist in organizing Public Bid/Proposal Openings.

xi. To assist in preparing a procurement time schedule for the implementation of the procurement plan to reflect the major stages in the procurement process (availability of TORs, issue of EOI if required, issuance of RFPs, Negotiation, Drafting and signing contract including contract closing dates).

xii. To assist in preparing Bid/Proposal Evaluation Reports.

xiii. To assist in effective contract administration and other procurement actions.

xiv. To ascertain that all procurements are eligible for financing under the project.

xv. To assist in contract management and administration of all signed contracts.

xvi. To prepare all the reports including the monthly, quarterly, and yearly reports regarding procurement and its progress and shall assist in their submission to the respective authorities.

xvii. To carry out regular monitoring visits with the program team and other members of procurement team in order to ensure effective procurement management.
xviii. To liaise with appointed internal auditors and review internal audit reports and will ensure compliance with procurement related corrective measures.

xix. To regularly assess and systemize procurement record-keeping and internal control systems.

xx. To assist in identifying the areas where the CBOs and other implementing partners require support and provide specific technical support on procurement management, internal control systems, to ensure effective project implementation.

xxi. To follow the project objectives and will proactively contribute to the achievement of the strategic project objectives ensuring adherence to quality and timeliness of the deliverables.

xxii. To ensure providing accurate and timely procurement related information to the project management.

xxiii. To assist the Procurement Manager in procurement management and capacity building and in performing other responsibilities as and when required.

**Travel Requirements**

The Assistant Manager (Procurement) may be required to undertake field-visits and tours as per the project requirements.

**Performance Review**

The work and performance of the Assistant Manager (Procurement) shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

**Social Development Specialist**

As a core member of the RACP PMU, the Social Development Specialist (SDS) will be responsible for implementation, supervision, and monitoring of the Social Management Framework (SMF) of RACP, specially the strategies, provisions and processes on consultation and participation, social inclusion, gender and women’s empowerments, tribal development and involuntary resettlement. The SDS will guide the district teams, the service providers and the field NGOs in adopting the SMF to cluster-specific social management plans and including them as part of the Cluster Agricultural Competitiveness Plans (CACPs). The core strategies of the SMF will be implemented through the state, district and block teams as well as other government and non-government partners, and service providers. The SDS will therefore be required to work in close collaboration with the rest of the technical and field teams. The SDS will lead and manage a team of staff, Man Power Agency (MPA)s and external resource agencies/persons to carry out the key job responsibilities and activities listed below.

**Essential Qualifications**

1. **Educational Qualification**

   Master’s Degree or equivalent, in International Development, Economics, Social Development, Sociology, Anthropology, Social Sciences, Social Work, or related fields.

2. **Working Experience**

   Three years working experience in the application of social development skills to evaluate and address social issues in the context of development projects. Experience of working at grassroots level with support, monitoring and management of sub-projects in rural areas is desired.
Desirable Qualifications and Experience

i. Thorough understanding of issues, strategies and development programmes related to social inclusion, gender and women’s empowerment, tribal development and rural livelihoods;

ii. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/company.

iii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iv. Ability to work effectively in teams as well as independently.

v. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

vi. Fluency in English and Hindi.

Computer Skills

Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Proficiency with advanced analytical tools and applications would be given preference.

KEY JOB RESPONSIBILITIES

The Social Development Specialist will be responsible for the following tasks and activities:

1. **Staffing.** Ensure all required staff, Man Power Agency (MPA)s, service providers and other project partners are in place for implementation of the SMF, as mentioned in the SAMF report and the PIP;

2. **Training and Team building**—Supervise implementation of capacity building program/calendar on SMF implementation, specifically targeting field project staff, service providers, project partners and farmers organizations; coordinate with capacity building resource agency (partner agency) to ensure timely delivery of quality capacity building services to PMU in social management;

3. **Operational Guidance and Technical Support**— Provide technical and operational guidance on key SMF strategies to the project staff, service providers and partners; Develop guidelines, manuals and action plans for field teams, in line with the SMF and the PIP; Provide technical assistance and support to the district social focal person, service provider in preparing SMPs.

4. **Incorporation of SMF in CACPs.** Ensure incorporation of SMF processes, provisions and strategies in CACP development cycle and the CACPs; Review the social management plans (SMPs) prepared by the service providers and provide necessary feedback for consistency with the SMF;

5. **Review and Endorsement of the Social Management Plans** – review and appraise the cluster level social management plans (SMPs) prepared by the service providers and appraise them for their compliance and consistency with the overall SMF. Assist the NGO in addressing any gaps. review and provide recommendations on SAP, and TDPs prepared for PMU approval

6. **Implementation Support and Field Supervision.** Ensure implementation of the social development strategy of RACP in line with the SMF, PIP and community operations manual of the RACP; Provide regular implementation and supervision support to DPMUs and service provider in respect of the strategies in the SMF; Identify and respond to social issues emerging from
implementation of CACPs and SMF; Assist to ensure social issues have been adequately addressed and that the project is in compliance with the Safeguard Policies.

7. Partnerships. Develop partnerships with suitable agencies, Man Power Agency (MPA)s, trainers, practitioners, and agencies in government, civil society and private sector in support of SMF implementation in RACP areas; Develop and maintain a database of social development resource persons, Man Power Agency (MPA)s, and agencies for providing assistance to RACP, as required;

8. Internal Coordination. Coordinate closely with relevant thematic counterparts in the PMU and PIUs (agriculture, animal husbandry, capacity building, etc.) for mainstreaming of SMF strategies; Work with the other members of the technical coordination team to coordinate the professional direction of the program and to monitoring the effectiveness of interventions.

9. Monitoring. Incorporate suitable social development and SMF implementation indicators into Project MIS and M&E system. Provide regular report on implementation and progress of SMF implementation. Ensure regular district level monitoring of SMF implementation. Undertake monitoring visits to clusters to get feedback and provide support on SMF Implementation. Supervise special studies and reports through external monitoring agencies. Present work plans and review progress and issues at monthly technical team meetings.

10. Knowledge Management. Preparation and dissemination of best practices, knowledge products and cross learning; Participate in workshops and learning/exchange forums as needed.

Travel Requirements

The Social Development Specialist may be required to undertake field-visits and tours as per the project requirements.

Performance Review

The work and performance of the Social Development Specialist shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

MIS SPECIALIST

Scope of Services

The MIS (Management and Information System) will be installed for the project with the services of a specialist who shall be responsible to design, develop and implement a comprehensive computerized and web-enabled “Management Information System” product for RACP which is cost effective, user friendly and functional and which responds to the needs for improved Project component planning, implementation and management of the project. The objective is to help to track and manage project activities in a manner that provides the right information to the right set of people at the right time to enable adaptive project management and decision support. The MIS (Management and Information System) Specialist would help in designing of planning and monitoring tool using remote sensing and geographical information system for ensuring that the project may be implemented successfully.

Essential Qualifications

1. Educational Qualification

The Management and Information System Specialist must have Master Degree (or equivalent) in Computer Science or Information Technology with specialization in Database Administration MIS, and software. A combination of several specializations is an asset.
2. Working Experience

The Management and Information System Specialist must have at least 02 years of professional experience in a similar field of activity.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization using MIS.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

v. Ability to work independently with large volumes of data with problem-solving ability.

vi. Fluency in English and Hindi.

Computer Skills

The computer skills along with proven experience must be of high caliber and advance level. Experience of working with advanced computer systems, software, and applications will be highly required. Proficiency with MIS, Database Administration, RDMS, SQL, Dot Net and other programming as well as software applications will be preferred.

KEY JOB RESPONSIBILITIES

The scope of installing Management and Information System (MIS) with the project would include following;

i. Set up and maintain the MIS in all offices of the project. Take the responsibility of all IT setups in all offices of the project.

ii. Ensure that the security of the project’s data is protected through weekly and monthly backups.

iii. Develop and conduct computer skills training for all staff members;

iv. Produce daily, weekly, monthly, quarterly, annual reports as required.

v. Provide training and capacity building in information technology to enable staff to operate and manage MIS.

vi. Assist project to develop a simple agricultural information (including electronic information) management strategy that will be sustained post-project;

vii. Assess information activities provided by other service providers (NGOs, farmers’ associations, private sector) with a view to developing partnerships for the dissemination of agricultural information in the various components;

viii. To prepare a strategy for the two-way communication of information between PMU and other implementation units of the project.

ix. Assist technical specialists in incorporating the information strategy into the delivery of participatory and other agricultural services to the communities;

x. Assist the PMU to prepare a training program in communications and information for PMU, DPMU and field staff and assist in implementing the training;
xi. Based on results achieved by the time of the progress review in the second year, prepare a report on achievements so far and a detailed proposal for any adjustments needed to the program;

xii. Perform visits to the field to assess the effectiveness of communications in delivery of agricultural services;

xiii. To develop an application using remote sensing and geographical information system so that planning as well as monitoring of the project can be made.

xiv. Any other work instructed by the project authorities.

**Travel Requirements**

The Management and Information System Specialist may be required to undertake field-visits and tours as per the project requirements.

**Performance Review**

The work and performance of the MIS work shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

**ENVIRONMENT SPECIALIST**

**Scope of Services**

The Environment Management shall be the responsibility of an environment Specialist who shall be responsible for undertaking an Environment Assessment (EA) of the RACP, with the objective of identifying, assessing and mainstreaming the environmental aspects of RACP in project planning, detailed design and implementation. The Environment Specialist would help in designing of decision-making tool to ensure that the project design and implementation are environmentally sound.

**Essential Qualifications**

1. **Educational Qualification**

   The Environment Specialist must have Master degree (or equivalent) in Natural Resources Management, Environmental Science, Environmental Engineering, with a specialization relevant to rural and environmental issues. A combination of several specializations is an asset. Ph.D. in Environment Specialization will be given weightage.

2. **Working Experience**

   The Environment Specialist must have at least 10 years of professional experience in the field of Environment Management and related activity; the candidate must have proven his (her) skills in grassroots support, monitoring and management of projects funded by International Development agencies like World Bank. Minimum two (02) years’ work experience in the state of Rajasthan preferably with a an externally funded project/organization will be given preference He/she also have at least one year of managerial experience; the experience must include tasks in environment management related financial and administrative management, public relations and communication.

**Desirable Qualifications and Experience**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or any an international/national NGO institution.
ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

**Computer Skills**

The Environment Specialist must have proven experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

**KEY JOB RESPONSIBILITIES**

**Technical Leadership, Support and Coordination**

i. Provide strategic guidance to RACP in the area of environmental management (including scouting and operationalizing Green Opportunities) including identification of: focus areas for intervention, needs emerging from EMPs, technical and capacity building requirements, etc.

ii. Validate the Environmental Management Framework (EMF) Toolkit (regulatory requirements list, environmental guidelines) in consultation with the relevant line departments and technical support institutions (academic institutions, NGOs, etc.) in the state

iii. Ensure quality in implementation of the EMF in the state

iv. Provide technical assistance to the NGO Agencies in preparing the Environment Management Plans (EMP) as part of the Cluster Development Plans and/or provide technical help to the external agencies that would prepare the EMPs.

v. Coordinate closely with relevant thematic counterparts in the state and districts project teams (e.g., agriculture, animal husbandry, capacity building, etc.) for mainstreaming of environmental management (including Green Opportunities)

**Capacity Building and Training**

i. Coordinate with capacity building resource agency to ensure timely delivery of quality capacity building services to project officials at the state, district and sub-district levels on environmental management (including Green Opportunities)

**Monitoring and Reporting**

i. Ensure regular district level monitoring of EMF implementation

ii. Undertake monitoring visits to clusters to get feedback and provide support on EMF implementation

iii. Prepare Terms of References for activities linked to environmental management (e.g., audit firm) and assist the Procurement Specialist in the procurement of Man Power Agency (MPA) and Man Power Agency (MPA) firms.
iv. Facilitate the mandated environmental auditing of the RACP
v. Present work plans and review progress and issues at monthly technical team meetings.
vi. Provide direct specialist inputs as per agreed work plans.
vii. Convene regular specialist team meetings for the Environment Management component and provide regular support to the project team.

Knowledge Dissemination

i. Preparation of knowledge materials and products linked to environment management in RACP
ii. Dissemination of best practices and cross learning across states
iii. Participate in workshops and learning/exchange forums as needed

Key job responsibilities will also cover following;

i. Identify and assess the potential environmental impacts and risks of the interventions proposed under the RACP, and recommend mitigation measures;
ii. Identify opportunities for enhancing environment benefits, including proactive pesticide management measures for ensuring environmental sustainability of agricultural practices;
iii. Assess the applicability of World Bank’s Operational Policies (OPs) and Government of India (GOI) and GOR legislations and policies on environment issues which would apply to RACP; and
iv. Develop a simple and practical environment management framework (EMF) that would be used by the RACP to screen and mitigate potentially adverse environmental impacts at cluster levels;
v. It will be duty of Environment Specialist to convert each of the above (but not limited to the above) mentioned into action plant and design an implementation system. Generally, following is expected at minimum:
   a. Assess each activity planned against its possible environmental impacts, study the mitigating measures including the aspects of Social, ecological and physical environment components. Carry our qualifying and rating of impacts and prioritize the actions to be initiated for each activity / sub-component of the project.
   b. Examine the legal aspects of Environment Management and Pollution Prevention / control. Carry out budgeting and costing for each alternative studied / proposed as EMF and support selection of best available option with the project management team.
   c. Draft and submit applications / forms and documents necessary for obtaining permissions / consents / approvals / authorizations necessary for smooth implementation of the plans under EMF.
   d. Evolve the Environment Management Framework (EMF) for the project activities with each sub-component. Draft details of the EMF and propose (make its presentations) for approval by the competent agencies of the State and Union Government, including funding institution.
   e. Guide and support implementation of each EMF so approved
   f. Ensure that the implementation of the Environment Management component of RACP is in line with World Bank and Government priorities.
   g. Liaise with other relevant programs to ensure mutual knowledge of approaches and activities and coordination of professional effort.
h. Work with the other members of the technical coordination team to coordinate the professional direction of the program and to monitoring the effectiveness of interventions.

i. Oversee the implementation of technical assistance against the rolling quarterly work plans and specialist area.

j. Present work plans and review progress and issues at monthly technical team meetings.

k. Provide direct specialist inputs as per agreed work plans.

l. Convene regular specialist team meetings for the Environment Management component and provide regular support to the project team.

Travel Requirements

The Environment Specialist may be required to undertake field-visits and tours as per the project requirements.

**Agri-Business Specialist**

**Scope of Services**

The Markets and Value Chain component of this project enable farmers to engage in profitable market oriented production, that is sustainable, and to promote partnerships and market linkages with other value chain participants and agribusinesses. The component will help producer groups, agro enterprises, and commodity associations, to actively engage in the development of commodity value chains by partially financing demand-driven investment proposals to producer organization through a matching grant. The Agribusiness Specialist will assist the project to develop value chains aiming to establish longer term partnerships and market linkages between farmer groups and agribusiness enterprises, and the development of alternative marketing channels.

**Essential Qualifications**

1. **Educational Qualification**

   Agri-Business Specialist must possess a Post-Graduate degree in Marketing/PGP in Agri-Business Management/PGD in Marketing or Agri-Business Management from any recognized university/AICTE approved Institutions.

2. **Working Experience**

   07-10 years of professional experience in Agricultural Marketing and Value Chain Development, specifically in the development of market linkages and working experience in the establishment and operations of small marketing enterprises by farmer organization

**Desirable Qualifications and Experience**

i. Experience of working in project(s) assisted by any international/national organization and/or any an international/national NGO institution.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

v. Fluency in English and Hindi.
**Computer Skills**

The Agribusiness Specialist must have proven experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

**KEY JOB RESPONSIBILITIES**

Key job responsibilities will cover following major activities under the project

1. The Agribusiness specialist will work closely with the project management team, district project management team and the NGOs at the cluster level, to assist them in implementing the agribusiness and value chain development activities effectively. Specifically this would involve –

   a) Provide strategic guidance to RACP in the area of agribusiness and value chain development including identification of focus areas for intervention, identifying and developing the needs that are emerging from CACPs, technical and capacity building requirements, to various stakeholders etc.

   b) Assist the project director and others involved in project implementation in the planning, scheduling and coordination of activities pertaining to agribusiness and value chain development for the project, this would include, among activities in the cluster and development of alternate marketing channels in the clusters

      i. Establishing an Agri-Business Promotion Facility that promotes investments in agribusiness, foster backward and forward linkages in the value chain;

      ii. Providing pre investment advisory support by ABPF and specialized service providers to enable producer organizations and value chain participants to prepare proposals and business plans for grant funding under the project and commercial credits respectively;

      iii. Preparation, plan, and examine the proposals in market infrastructure to farmer groups; and

      iv. Examining demand-driven investment proposals by producer organizations that are actively engaged in the development of commodity value chains.

2. Assess and document the performance of local sub-sector and industries involved the value chain of the product (e.g., farmers and producers of final and intermediate goods, such as processors, input suppliers, freight forwarders, transporters, and so on), based on existing documents.

3. Identify actions that can be taken up by value chain participants to improve productivity, expand its market share, reduce costs, increase competitiveness, and add value along the product value chain and this would include –

   i. Provide estimates of cost, time, and added value of sourcing, transforming, and delivering raw materials within one segment (or process) of the chain to another.

   ii. Benchmark the indicators in the value chains in the production and delivery of similar products.

   iii. Identify key segments and activities within the chain where performance lags behind those of competing sectors.

   iv. Prioritize segments and activities in the chain where poor performance or inefficiencies severely undermine the competitiveness of the entire value chain.

4. Conduct training to the facilitation teams on consultations, identification of value chains, and development of value chain proposals.
5. Provide technical guidance to the facilitation teams at the district / regional level in conducting the stakeholder workshop for the identification and development of value chain development plans.

6. Assist the project management team in screening and evaluating the proposals received, both the initial concept note and detailed project proposals as per the predefined criteria given in the project implementation plan.

7. Lessons learned and best practices concerning value chain activities are documented and disseminated to relevant stakeholders / value chain participants.

8. Assist in setting up of MIS and M&E system for the value chain development activities.

9. Liaise and coordinate with relevant private sectors participants (e.g. processors, exporter, banks etc.,) who would be potentially interested in the development of value chains in the project clusters and also with other projects in the state / country.

10. Prepare progress and annual reports of the activities under value chain development and assist the project director to prepare reports.

11. Provide technical assistance to the NGO Agencies in preparing the Agribusiness Plans for each of the clusters as part of the Cluster Development Plans.

**Knowledge Dissemination**

i. Preparation of knowledge materials and products linked to Agribusiness Development and Value Chain Development in RACP

ii. Dissemination of best practices and cross learning across states

iii. Participate in workshops and learning/exchange forums as needed

**Travel Requirements**

The Agribusiness Specialist will be required to undertake field-visits and tours as per the project requirements.

**Reporting and Performance Review**

The Agribusiness Specialist will report to the Project Director of RACP. The work and performance of the Agribusiness Specialist shall be reviewed by the project director on a periodic basis. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

**MONITORING & EVALUATION SPECIALIST**

**Scope of Services**

The PMU will have overall responsibility for all M&E activities. The Monitoring & Evaluation Management shall be the responsibility of a Monitoring & Evaluation Specialist who shall be responsible for facilitating the implementation of the Monitoring & Evaluation Management Framework of the Rajasthan Agricultural Competitiveness Project (RACP), with the objective of identifying, assessing and mainstreaming the Monitoring & Evaluation aspects of RACP in project implementation. M&E Specialist will be responsible for Coordinating M&E activities across the various implementing agencies and service providers. An M&E system is at the heart of capturing the many policy relevant lessons that will emerge from the implementation of the 20 (or so) CACP’s across the ten agro-ecological zones in the state. Actual M&E activities will be outsourced to a specialized consulting firm with a proven track record.
Essential Qualifications

1. Educational Qualification
The Monitoring & Evaluation Specialist must have Master degree (or equivalent) in economics/Statistics/or a relevant discipline. A combination of several specializations will be an asset.

2. Working Experience
Minimum experience of 10 years of which at least 3 years should be on a senior and responsible position in Private/Cooperative /Government/NGO sector. The candidate should have extensive experience in project monitoring and evaluation and knowledge and experience of both qualitative and quantitative methods for M&E.

Desirable Qualifications and Experience
i. Knowledge of a statistical software and experience with handling large datasets is highly desirable.
ii. Experience of working in project(s) assisted by any international/national organization
iii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
iv. Ability to work effectively in teams as well as independently.
v. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
vi. Fluency in English and Hindi.

Computer Skills
The M & E Specialist must have proven experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

KEY JOB RESPONSIBILITIES
The M&E Specialist will lead and coordinate all monitoring and evaluation activities of the project and assist the Project Management Unit (PMU) in supervising the external M&E Man Power Agency (MPA)s recruited by the project. Specifically this includes

1. Developing a framework for overall M&E of the project, finalizing process and performance / results indicators to be monitored by the project, overseeing the design and implementation of data collection activities, undertaking regular analysis and reporting on M&E.

2. The M&E specialist will be responsible for supervising the external M&E Man Power Agency (MPA)s recruited by the project and overall supervision of the project’s M&E system including:
   a. Prepare / review the M&E consultancy TOR
   b. Review of design and execution of the sampling framework for the M&E study, at both cluster and household levels
   c. Review of household and community level questionnaire
   d. Providing necessary assistance for field testing of the questionnaire
3. Regular reporting will involve reporting on project performance, semi-annual and mid-term evaluation reports.

4. Identifying any bottlenecks occurring in project implementation and taking suitable and necessary remedial action in coordination with Project Management Unit.

5. The M&E Specialist will be responsible for coordinating all project related M&E activities of the various line departments involved in the Project and the Project Management Unit.

6. He/she will also be responsible for identifying relevant M&E training needs of line departments, facilitation teams and other project stakeholders and coordinating these training activities.

**Knowledge Dissemination**

i. Preparation of knowledge materials and products linked to M&E management in RACP

ii. Dissemination of best practices and cross learning across states

iii. Participate in workshops and learning/exchange forums as needed

**Travel Requirements**

The M&E Specialist will be required to undertake field-visits and tours as per the project requirements.

**Reporting and Performance Review**

The M&E Specialist will report to the Project Director of RACP. The work and performance of the M&E Specialist shall be reviewed by the project director on a periodic basis. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year.

**Geographical Information System (GIS) Specialist**

**Scope of Work**

Geographical Information System (GIS) Specialist work with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. The GIS (Geographical Information System) will be installed for the project with the services of a specialist who shall be responsible to design, develop and implement a comprehensive computerized and web-enabled “Geographical Information System” product for RACP which is cost effective, user friendly and functional and which responds to the needs for improved Project component planning, implementation and management, monitoring & evaluation of the project. The objective is to help to track and manage project activities in a manner that provides the right information to the right set of people at the right time to enable adaptive project management and decision support. The GIS (Geographical Information System) Specialist would help in designing of planning and monitoring tool using remote sensing and geographical information system for ensuring that the project may be implemented successfully.

**Essential Qualifications**

1. **Educational Qualification**

   The Geographical Information System (GIS) Specialist must have Master Degree (or equivalent) or Post Graduate Diploma in Remote Sensing and Geographical Information System with specialization in Database Administration MIS, and software. A combination of several specializations is an asset.
2. Working Experience

The Geographical Information System (GIS) Specialist must have at least 02 years of professional experience in a similar field of activity and have experience to work on GIS & Remote Sensing Software’s.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization using Remote Sensing & GIS techniques.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively related to GIS and RS techniques.

iii. Ability to work effectively in teams as well as independently.

iv. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

v. Ability to work independently with large volumes of data with problem-solving ability.

vi. Fluency in English and Hindi.

Computer Skills

The computer skills along with proven experience must be of high caliber and advance level. Experience of working with advanced computer systems, software, and applications will be highly required. Proficiency with MIS, Database Administration, RDMS, SQL, Dot Net and other programming as well as software applications will be preferred.

KEY JOB RESPONSIBILITIES

The scope of installing Geographical Information System (GIS) with the project would include following;

i. Create maps and graphs, using GIS software and related equipment.

ii. Meet with users to define data needs, project requirements, required outputs, or to develop applications.

iii. Conduct Research to locate and obtain existing databases.

iv. Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.

v. Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.

vi. Analyze spatial data for geographic statistics to incorporate into documents and reports.

vii. Design and update database, applying additional knowledge of spatial feature representations.

viii. Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.

ix. Analyze geographic relationships among varying types of data.

x. Prepare metadata and other documentation.

xi. Operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera.
xii. Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer.

xiii. Present information to users and answer questions.

xiv. Retrieve stored maps.

xv. Geography - Knowledge of various methods for describing the location and distribution of land, sea, and air masses including their physical locations, relationships, and characteristics.

xvi. Communication, Written, Oral, and Cartographic - The ability to convey GIS/spatial information to non-GIS/technical people.

xvii. Analytical Skills - The ability to solve problems using the GIS suite of tools.

xviii. Mathematics - Using mathematics to solve problems.

xix. Information Gathering - Knowing how to find information and identify essential information, and validate the information.

xx. Information Ordering - The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order.

xxi. Computer Science - Using and developing computer programs to solve problems.

xxii. Systems Evaluation - Looking at many indicators of system performance, taking into account their accuracy.

Travel Requirements
The Geographical Information System Specialist may be required to undertake field-visits and tours as per the project requirements.

Performance Review
The work and performance of the GIS work shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

Programme Assistant (Agriculture)

Essential Qualification

1. Educational Qualification
Program Assistant must possess a graduate degree in Agriculture from any recognized university/Institutions.

2. Working Experience
The Program Assistant must possess at least 02 years of working experience with Agriculture and related areas. The Working knowledge and experience on computer (MS Word, Power Point & Excel) and Internet is mandatory.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.
ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

**KEY RESPONSIBILITIES**

The Program Assistant will work closely with the project management team and assist the Project Coordinator (Horticulture) at the PMU & Nodal Officer at PIU in execution of agriculture production activities in specific clusters, supervise CACP implementation, and assist in monitoring of activities.

**Program Assistant Watershed**

**Essential Qualifications**

1. **Educational Qualification**

Program Assistant must possess a graduate degree in engineering (Agricultural Engineering / Civil Engineering/ Water Resources engineering) from any recognized university/AICTE approved Institutions.

2. **Working Experience**

Preferably 02 years of working experience in the areas of watershed, water resources, water-conservation, and related areas of execution. Apart from this working experience to work on GIS & Remote sensing is also desirable.

**Desirable Qualifications and Experience:**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

**KEY RESPONSIBILITIES**

The Program Assistant will work closely with the project management team and assist the project coordinator (watershed) at PMU & Nodal Officer at PIU in execution of Watershed Management activities in specific clusters of the project, supervise CACP implementation, and in monitoring of activities.

**Program Assistant Surface Water**
Essential Qualifications

1. Educational Qualification

Programme Assistant must possess a graduate degree in engineering (Civil Engineering/ Water Resources engineering) from any recognized university/AICTE approved Institutions.

2. Working Experience

At least 01 years of working experience in the areas of watershed, water resources, water-conservation, and related areas of execution. Apart from this working experience to work on GIS & Remote sensing is also desirable.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem – solving ability.

vi. Fluency in English and Hindi.

KEY RESPONSIBILITIES

The Program Assistant will work closely with the project management team and assist the project coordinator (surface waters) at PMU in execution of water resources management activities in specific clusters of the project, supervise CACP implementation, and assist in monitoring of activities.

Program Assistant Horticulture

1. Educational Qualification

Program Assistant must possess a graduate/ post graduate degree in Horticulture from any recognized university/Institutions.

2. Working Experience

The Program Assistant must possess at least 02 years of working experience with Horticulture and related areas.

Desirable Qualifications and Experience:

vii. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

viii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

ix. Ability to work effectively in teams as well as independently.

x. Excellent communication and interpersonal skills.
xi. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

xii. Fluency in English and Hindi.

**KEY RESPONSIBILITIES**

The Program Assistant will work closely with the project management team and assist the Project Coordinator (Horticulture) at the PMU in execution of horticulture production activities in specific clusters, supervise CACP implementation, and assist in monitoring of activities.

**Program Assistant Groundwater**

1. **Educational Qualification**

The Program Assistant groundwater must possess a post-graduate degree in Applied Geology/Geology/Geophysics from a recognized university or any AICTE approved Institutions.

2. **Working Experience**

The Program Assistant should preferably possess at least 01 years of working experience with groundwater management, hydrology, and related areas. Apart from this working experience to work on GIS & Remote sensing is also desirable.

**Desirable Qualifications and Experience:**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

**KEY RESPONSIBILITIES**

The Program Assistant will work closely with the project management team and assist the project coordinator (hydrology) in execution of ground water management activities in specific clusters, supervise CACP implementation, and in monitoring of activities.

**Program Assistant Livestock**

**Essential Qualifications**

1. **Educational Qualification**

Program Assistant must possess graduate degree in the Veterinary Sciences & Animal Husbandry (BVSC & AH) from any recognized university/AICTE approved Institutions.

2. **Working Experience**

The Program Assistant must possess at least 02 years of working experience with animal husbandry, veterinary sciences, livestock management and related areas.
Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

KEY RESPONSIBILITIES

The Program Assistant will work closely with the project management team and assist the project coordinator (livestock) to assist in execution of activities of Animal Husbandry (Small Ruminants) in specific clusters of the project, supervise CACP implementation, and assist in monitoring of activities.

Travel Requirements for all Program Assistants

The Executive Assistant may be required to undertake occasional tours as per the project requirements.

Performance Review of all Program Assistants

The work and performance of the Executive Assistant shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

Program Assistant Monitoring & Evaluation

Essential Qualifications

1. Educational Qualification

The Program Assistant Monitoring & Evaluation must have Master degree (or equivalent) in economics/Statistics/Agriculture Statistics.

2. Working Experience

Minimum experience of 02 years in project monitoring and evaluation and knowledge and experience of both qualitative and quantitative methods for M&E.

Desirable Qualifications and Experience

i. Knowledge of a statistical software and experience with handling large datasets is highly desirable.

ii. Experience of working in project(s) assisted by any international/national organization

iii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iv. Ability to work effectively in teams as well as independently.
v. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

vi. Fluency in English and Hindi.

**KEY JOB RESPONSIBILITIES**

The Program Assistant will work closely with the project management team and will assist the M&E Specialist in developing a framework for overall M&E of the project and regular reporting on project performance, semi-annual and mid-term evaluation reports, and *knowledge dissemination*.

---

**Program Assistant- MIS**

**Essential Qualifications**

1. **Educational Qualification**

The Management and Information System – Program Assistant must have Graduate Degree Engineering (Computer Science or Information Technology) / Master of Computer Applications (M.C.A.) with knowledge of Database Administration MIS, and software.

2. **Working Experience**

Preferably one year of working and professional experience in a similar field of activity.

**Desirable Qualifications and Experience:**

i. Experience of working in project(s) assisted by any international/national organization using MIS.

ii. Ability to work effectively in team as well as independently.

iii. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

iv. Ability to work independently with large volumes of data with problem – solving ability.

v. Fluency in English and Hindi.

vi. The computer skills must be of high caliber. Experience of working with advanced computer systems, software, and applications will be preferred. Proficiency with MIS, Database Administration, RDMS, SQL, Dot Net and other programming as well as software applications will be preferred.

**KEY JOB RESPONSIBILITIES**

The Program Assistant will work closely with the project management team. And will assist the MIS Specialist;

i. To set up and maintain the MIS in all offices of the project and its sustenance.

ii. To ensure that the security of the project’s data is protected through weekly and monthly backups.

iii. To produce daily, weekly, monthly, quarterly, annual reports as required.

iv. To help in preparing a strategy for the two-way communication of information between PMU and other implementation units of the project.
To assist technical specialists in incorporating the information strategy into the delivery of participatory and other agricultural services to the communities.

Program Assistant Social Development

Essential Qualifications

1. Educational Qualification

Master’s Degree or equivalent, in Economics, Social Development, Sociology, Anthropology, Social Sciences, Social Work, or related fields.

2. Working Experience

One year working experience with social development skills to evaluate and address social issues.

Desirable Qualifications and Experience

i. Thorough understanding of issues, strategies and development programmes related to social inclusion, gender and women’s empowerment, tribal development and rural livelihoods;

ii. Ability to work effectively in teams as well as independently.

iii. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

iv. Fluency in English and Hindi.

KEY JOB RESPONSIBILITIES

The Program Assistant will work closely with the project management team and assist the Social Development Specialist to;

i. Assist in supervise implementation of capacity building program/calendar on SMF implementation, specifically targeting field project staff, service providers, project partners and farmers organizations; coordinate with capacity building resource agency to ensure timely delivery of quality capacity building services to PMU in social management;

ii. To assist in operational guidance and technical support.

iii. To assist in ensuring incorporation of SMF processes, provisions and strategies in CACP development cycle and the CACPs;

iv. To assist in in review and endorsement of the Social Management Plans.

v. To assist in implementation Support and Field Supervision.

vi. To assist in developing partnerships with suitable stakeholders and develop and maintain a database of social development resources.

vii. To assist in internal coordination.

viii. To assist in Monitoring.

ix. To assist in knowledge management

Program Assistant Environment

1. Educational Qualification
The Program Assistant Environment must have Master degree (or equivalent) in Environmental Science, Environmental Engineering.

2. **Working Experience**

The Program Assistant must have at least 01 year of professional experience in the field of Environment Management and related activity.

**Desirable Qualifications and Experience**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or any an international/national NGO institution.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

**KEY JOB RESPONSIBILITIES**

The Program Assistant will work closely with the project management team and will assist the Environment Specialist in *Technical Leadership, Support and Coordination, Capacity Building and Training, Monitoring and Reporting, Knowledge Dissemination* tasks under the project.

---

**Program Assistant Agri-Business**

**Essential Qualifications**

1. **Educational Qualification**

Programme Assistant must possess a Post-Graduate degree in Marketing/PGD in Marketing or Agri-Business Management from any recognized university/AICTE approved Institutions.

2. **Working Experience**

02-03 years of professional experience in Agricultural Marketing and Value Chain Development.

**Desirable Qualifications and Experience**

i. Experience of working in project(s) assisted by any international/national organization and/or any international/national NGO institution.

ii. Ability to work effectively in teams as well as independently.

iii. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

iv. Fluency in English and Hindi.

**KEY JOB RESPONSIBILITIES**
i. The Program Assistant will work closely with the project management team to assist them in implementing the agribusiness and value chain development activities effectively.

ii. To assist the Agribusiness Specialist in the area of agribusiness and value chain development including identification of focus areas for intervention, identifying and developing the needs that are emerging from CACPs, technical and capacity building requirements, to various stakeholders etc.

iii. To assist the Agribusiness Specialist in project implementation in the planning, scheduling and coordination of activities pertaining to agribusiness and value chain development for the project.

iv. To assist the project management team in screening and evaluating the proposals received, both the initial concept note and detailed project proposals as per the predefined criteria given in the project implementation plan.

v. To assist in setting up of MIS and M&E system for the value chain development activities.

vi. To liaise and coordinate with relevant private sectors participants (e.g. processors, exporter, banks etc.,) who would be potentially interested in the development of value chains in the project clusters and also with other projects in the state / country?

vii. To prepare progress and annual reports of the activities under value chain development and assist the project director to prepare reports.

Programme Assistant (Procurement)

Scope of Services

Procurement assistance will be supported by a qualified procurement professional who will help in ensuring efficient and effective procurement under the Rajasthan Agricultural competitiveness Project (RACP). The Procurement Assistant will help in providing and maintaining efficient & effective procurement management services to RACP. She/he will also be responsible to ensure that RACP has effective approaches to procurement management support to the project.

Essential Qualifications

3. Educational Qualification

Graduate or Post-Graduate Degree in Engineering with procurement related Diploma or Certificate Course or trained in Procurement Management in a National Level Institute, OR MBA in Finance/ Supply-Chain Management/ Materials Management /International Business Management/ International Trade with procurement related Diploma or Certificate Course, OR M.S. in Procurement, OR Graduate or Post-Graduate with Certificate Purchasing Management (CPM) Course.

4. Working Experience

The candidate should preferably possess one or two years of working experience with the established international procurement systems including the World Bank Procurement System with any project/organization.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, ADB etc. and/or any international/national NGO institution.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
iii. Ability to work effectively in teams as well as independently.
iv. Excellent communication and interpersonal skills.
v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.
vi. Fluency in English and Hindi.

**Computer Skills**

i. Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other applications.

ii. Proficiency with working on ERP and computerized procurement system(s) shall be an added advantage.

**KEY JOB RESPONSIBILITIES**

i. to provide technical support to the project in all areas of procurement management. He/she shall ensure that funds disbursed are properly accounted. She/he will work closely with the procurement team to ensure that contractual obligations and project deliverables are passed onto meet project objectives.

ii. to assist in monitoring and procurement management of the project.

iii. to assist in preparing and updating of Procurement Plans for the project.

iv. to assist in the management of procurement of works, goods & equipment, and Man Power Agency (MPA)s in pursuance of the specific World Bank Procurement Guidelines.

v. to assist in implementing the project, to strengthen the procurement management capabilities of the Project Management Unit (PMU).

vi. to assist in procurement of services of consulting companies, preparation of procurement documentation, selection and evaluation procedure and elaboration of relevant documentation in compliance with the WB procurement procedures.

vii. to assist and prepare the bidding/proposal documents under the supervision of the Manager & Assistant Manager (Procurement).

viii. to assist and ensure that the procurement procedures of the World Bank are adhered in spirit and in strict conformity with the relevant WB Guidelines.

ix. to assist and prepare the minutes of all procurement related meetings including pre-bid/proposal-conference.

x. to assist in organizing Public Bid/Proposal Openings.

xi. to assist in preparing a procurement time schedule for the implementation of the procurement plan to reflect the major stages in the procurement process (availability of TORs, issue of EOI if required, issuance of RFPs, Negotiation, Drafting and signing contract including contract closing dates).

xii. to assist in preparing Bid/Proposal Evaluation Reports.

xiii. to assist in effective contract administration and other procurement actions.

xiv. to ascertain that all procurements are eligible for financing under the project.

xv. to assist in contract management and administration of all signed contracts.
to prepare all the reports including the monthly, quarterly, and yearly reports regarding procurement and its progress and shall assist in their submission to the respective authorities.

to carry out regular monitoring visits with the program team and other members of procurement team in order to ensure effective procurement management.

to liaise with appointed internal auditors and review internal audit reports and will ensure compliance with procurement related corrective measures.

to regularly assess and systemize procurement record-keeping and internal control systems.

to assist in identifying the areas where the CBOs and other implementing partners require support and provide specific technical support on procurement management, internal control systems, to ensure effective project implementation.

to follow the project objectives and will proactively contribute to the achievement of the strategic project objectives ensuring adherence to quality and timeliness of the deliverables.

to ensure providing accurate and timely procurement related information to the project management.

to assist the Assistant Manager in procurement management and capacity building and in performing other responsibilities as and when required.

Travel Requirements
The Procurement Assistant may be required to undertake field-visits and tours as per the project requirements.

Performance Review
The work and performance of the Procurement Assistant shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

DISTRICT COORDINATOR (GROUNDWATER)

Scope of Services
The scope of the services of a groundwater specialist includes responsibilities to ensure sustainability of the groundwater resources within a cluster. RACP would promote community based management of ground water on an aquifer basis and would implement (a) an accurate measurements of ground water extraction in the aquifer, (b) ground water budgeting (c) efficient use of ground water and (d) introduction of alternate crops requiring less water and giving equal or higher income.

The groundwater specialist will execute and implement specific strategy in the dedicated clusters and will coordinate with the all other executing and implementing agencies for a particular cluster. The specialist would be responsible for encouraging farmers to adopt scientific groundwater management through education and training in improved farm practices.

Essential Qualifications
1. Educational Qualification

The groundwater specialist must possess a post-graduate degree in Applied Geology/Geology/Geophysics from a recognized university or any AICTE approved Institutions.
2. Working Experience

The groundwater specialist must possess at least 02 years of working experience with groundwater management, hydrology, and related areas.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

Computer Skills

Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related office applications is mandatory.

KEY RESPONSIBILITIES

i. Execution of ground water management activities in specific clusters.

ii. To coordinate ground water management activities with PMU, PIU, PIA and NGO.

iii. To supervise CACP prepared by NGO and report to DPMU

iv. To monitor key performance indicators of RACP and submit reports.

v. To assist DPMU, in monitoring of activities.

Travel Requirements

The Groundwater Specialist may be required to undertake field-visits and tours as per the project requirements.

Performance Review

The work and performance of the Groundwater Specialist shall be reviewed by the project periodically. First performance review shall be undertaken after first six month's performance. If found satisfactory subsequent to the performance review.

Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

Ground Water Specialist

Scope of Work

The PIU will have overall responsibility for all Ground water Management Sub Plan activities. The Ground Water Management shall be the responsibility of a Ground Water Specialist who shall be responsible for facilitating in Planning and implementation of the Ground water Management Sub Plan of the Rajasthan Agriculture Competitiveness Project (RACP). He will also responsible for monitoring of the progress
Planning and implementation of the Ground water Management Sub Plan. Ground Water Specialist shall be responsible for monitoring of activities using GIS applications.

**Essential Qualifications**

1. **Educational Qualification**
   
   The Ground Water Specialist must have Master degree in Geology.

2. **Working Experience**
   
   At least 3 years of professional experience in hydrogeological data analysis and assessment of Ground Water resources availability, designing of ground water hydraulic structures and other hydrogeological activities with the exposure to work on GIS platform and Should also have at least 2 years’ experience in working World Bank assisted project in handling multi-disciplinary activities including Ground Water. Minimum two years’ experience in Rajasthan state is desirable.

**Desirable Qualifications and Experience**

i. Experience of working in project(s) assisted by any international/national organization

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;

v. Fluency in English and Hindi.

**Computer Skills**

The Ground Water Specialist must have proven experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

**KEY JOB RESPONSIBILITIES**

Key job responsibilities will cover following major activities under the project:

i. Planning and implementation of Ground Water Management sub plan as part of Cluster Agricultural Competitiveness Plan (CACP) under close supervision of the project authorities following the principles and guidelines laid down in the project documents, including but not limited to Operational Guidelines and Project Implementation Plan (PIP) and Project Appraisal Document (PAD).

ii. Support the department in achieving sustainability of groundwater sources (i.e. aquifers) over a meaningful period of time in which the annual water extraction from this aquifer is limited to the annual ground water recharge. With this objective

iii. Monitor & supervise all activities undertaken by Project Implementation Agency (PIA) of all the Ground water Clusters.

iv. Monitoring & Supervise all activities during planning and implementation of Ground Water Management sub plan as part of Cluster Agricultural Competitiveness Plan (CACP)
v. Monitoring and supervision of all the activities undertaken in clusters using GIS platform
vi. All other works assigned by the project related to the Ground Water Management Sub Plan

Monitoring and Reporting

i. Ensure regular district level monitoring of project implementation
ii. Undertake monitoring visits to clusters to get feedback and provide support on project implementation
iii. Present work plans and review progress

Reporting and Performance Review

The Ground Water Specialist will report to the designated officer of the project. The work and performance of the Ground Water Specialist shall be reviewed by the Project director on a periodic basis. First performance review shall be undertaken after first twelve (12) month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year.

District Coordinator (Hydro-Geology)

Scope of Services

The scope of the services of a groundwater specialist includes responsibilities to ensure sustainability of the groundwater resources within a cluster. RACP would promote community based management of ground water on an aquifer basis and would implement (a) an accurate measurements of ground water extraction in the aquifer, (b) ground water budgeting (c) efficient use of ground water and (d) introduction of alternate crops requiring less water and giving equal or higher income.

The groundwater specialist will execute and implement specific strategy in the dedicated clusters and will coordinate with the all other executing and implementing agencies for a particular cluster. The specialist would be responsible for encouraging farmers to adopt scientific groundwater management through education and training in improved farm practices.

Essential Qualifications

1. Educational Qualification

The groundwater specialist must possess a post-graduate degree in Applied Geology/Geology/Geophysics from a recognized university or any AICTE approved Institutions.

2. Working Experience

The groundwater specialist must possess at least 02 years of working experience with groundwater management, hydrology, and related areas.

Desirable Qualifications and Experience:

vii. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

viii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
ix. Ability to work effectively in teams as well as independently.

x. Excellent communication and interpersonal skills.

xi. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

xii. Fluency in English and Hindi.

Computer Skills

Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related office applications is mandatory.

KEY RESPONSIBILITIES

- Execution of ground water management activities in specific clusters.
- To coordinate ground water management activities with PMU, PIU, PIA and NGO.
- To supervise CACP prepared by NGO and report to DPMU
- To monitor key performance indicators of RACP and submit reports.
- To assist DPMU, in monitoring of activities.

Travel Requirements

The Groundwater Specialist may be required to undertake field-visits and tours as per the project requirements.

Performance Review

The work and performance of the Groundwater Specialist shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. If found satisfactory subsequent to the performance review.

Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

District Coordinator (Livestock)

Scope of Services

The scope of the services of a livestock specialist includes responsibilities of ensuring livestock productivity among small ruminants with adoption of climate smart practices and incomes from goat production.

The services will support improving market access and value addition with improving productivity adopting climate smart practices focused on breeding, animal health and feeding and other husbandry practices and improving grazing land. The services would also augment in enhancing the capacity of the farmer community through training and backstop delivery of improved technical services and farmer advisory.

Essential Qualifications

1. Educational Qualification

   District Coordinator (Livestock) must be graduate in the Veterinary Sciences & Animal Husbandry (BVSC & AH) from any recognized university/AICTE approved Institutions.

2. Working Experience
The livestock specialist must possess at least 03 years of working experience with animal husbandry, veterinary sciences, livestock management and related areas.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem-solving ability.

vi. Fluency in English and Hindi.

Computer Skills

Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related office applications is mandatory.

KEY RESPONSIBILITIES

i. To execute activities related to animal husbandry sub component in specific clusters of the project.

ii. To coordinate Animal Husbandry (Small Ruminants) activities with PMU, PIU, PIA (Veterinary Assistant Surgeon/Assistant Director and Jt. Director) and NGO.

iii. To supervise planning and implementation of project activities related to Animal Husbandry (Small Ruminants) sub component & report to PIA & DPMU at district level.

iv. To monitor key performance indicators of RACP and submit concurrent progress reports to the competent authority.

v. To assist PIA & DPMU at district level in monitoring activities.

Travel Requirements

The District Coordinator (AH) may be required to undertake field-visits and tours as per the project requirements.

Performance Review

The work and performance of the District Coordinator (AH) shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. If found satisfactory subsequent to the performance review.

Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

District Coordinator (Watershed)

Scope of Services
The objective of this component is to achieve a water resources balance across watersheds under specific clusters of the project. The management of water resources within the watershed clusters of the project would be focusing around the allocations and utilizations of water resources within the Watershed clusters for various uses which would be limited to the amount of total annual available water for the watershed. The management and execution of project activities would ensure compliance to the present commitments/usage of the water flows to the downstream watersheds.

**Essential Qualifications**

1. **Educational Qualification**
   Watershed specialist must possess a graduate or post-graduate degree in engineering (Agricultural Engineering / Civil Engineering/ Water Resources Engineering) from any recognized university/AICTE approved Institutions.

2. **Working Experience**
   At least 03 years of working experience in the areas of watershed, water resources, water-conservation, and related areas of execution. Apart from this working experience to work on GIS & Remote sensing is also desirable.

**Desirable Qualifications and Experience:**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem – solving ability.

vi. Fluency in English and Hindi.

**Computer Skills**

Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related office applications is mandatory.

**KEY RESPONSIBILITIES**

vi. To execute Watershed Management activities in specific clusters of the project.

vii. To coordinate Watershed Management activities with PMU, PIU, PIA and NGO.

viii. To supervise planning and implementation of project activities related to watershed sub component & report to PIA & DPMU at district level.

ix. To monitor key performance indicators of RACP and submit concurrent progress reports to the competent authority.

x. To assist PIA & DPMU at district level in monitoring activities.

**Travel Requirements**

The **District Coordinator (Watershed)** may be required to undertake field-visits and tours as per the project requirements.
Performance Review

The work and performance of the District Coordinator (Watershed) shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. If found satisfactory subsequent to the performance review. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

District Coordinator (Horticulture)

Scope of Services

The scope of the services of a District Coordinator (Horticulture) includes responsibilities of ensuring comparative advantage in respect of arid horticulture for reducing foot print of water in agriculture and increasing farmers’ income. The specialist shall attempt diversification to horticulture leading to higher income to farmers with limited input resources. Along with promotion of horticulture, Post-harvest management and processing and value addition would also be promoted so as to further increase income of the farming community.

Essential Qualifications

1. Educational Qualification

District Coordinator (Horticulture) must possess a Graduate/Post graduate degree in Horticulture from any recognized university/Institutions.

Working Experience

The District Coordinator (Horticulture) must possess at least 03 years of working experience with Horticulture and related areas.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

ii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

iii. Ability to work effectively in teams as well as independently.

iv. Excellent communication and interpersonal skills.

v. Ability to work independently with large volumes of data with initiatives and with problem – solving ability.

vi. Fluency in English and Hindi.

Computer Skills

Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related office applications is mandatory.

KEY RESPONSIBILITIES
i. Execution of horticulture production activities in specific clusters.

ii. To coordinate horticulture production activities with PMU, PIU, PIA, DPMU and NGO.

iii. To prepare the sub plan of horticulture subcomponent in consultation of PIA at district level.

iv. To supervise planning and implementation of project activities related to agriculture sub component and report to PIA at district level.

v. To monitor key performance indicators of RACP and submit report.

vi. To assist PIA & DPMU in monitoring of activities.

**Travel Requirements**

The District Coordinator (Horticulture) may be required to undertake field-visits and tours as per the project requirements.

**Performance Review**

The work and performance of the District Coordinator (Horticulture) shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. If found satisfactory subsequent to the performance review.

Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

**District Coordinator (Agriculture)**

**Scope of Services**

The scope of the services of a District Coordinator (Agriculture) includes responsibilities of ensuring comparative advantage in respect of arid agriculture for reducing foot print of water in agriculture and increasing farmers’ income. The specialist shall attempt diversification to high pay off crops leading to higher income to farmers with limited input resources. Along with promotion of agriculture & horticulture, Post-harvest management and processing and value addition would also be promoted so as to further increase income of the farming community.

**Essential Qualifications**

2. **Educational Qualification**

   The **District Coordinator (Agriculture)** must possess a Post graduate degree in agriculture from any recognized university/Institutions.

3. **Working Experience**

   The District Coordinator (Agriculture) must possess at least 03 years of working experience with Agriculture and related areas.

   **Desirable Qualifications and Experience:**

   vii. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or an international/national NGO institution/ company.

   viii. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.

   ix. Ability to work effectively in teams as well as independently.
x. Excellent communication and interpersonal skills.

xi. Ability to work independently with large volumes of data with initiatives and with problem – solving ability.

xii. Fluency in English and Hindi.

**Computer Skills**

Proven experience of working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related office applications is mandatory.

**KEY RESPONSIBILITIES**

vii. Execution of agriculture production activities in specific clusters.

viii. To coordinate agriculture production activities with PMU, PIU, PIA, DPMU and NGO.

ix. To prepare the sub plan of agriculture subcomponent in consultation of PIA at district level.

x. To supervise planning and implementation of project activities related to agriculture sub component and report to PIA at district level.

xi. To monitor key performance indicators of RACP and submit report.

xii. To assist PIA & DPMU in monitoring of activities.

**Travel Requirements**

The District Coordinator (Agriculture) may be required to undertake field-visits and tours as per the project requirements.

**Performance Review**

The work and performance of the District Coordinator (Agriculture) shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. If found satisfactory subsequent to the performance review.

Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.

**Executive Assistant**

**Scope of Services**

Project management at the top level requires efficient executive assistance and an Executive Assistant will help in ensuring efficient project management and execution system in place with the Rajasthan Agricultural competitiveness Project (RACP). The Executive Assistance will assist in providing and maintaining efficient & effective support to RACP authorities.

**Essential Qualifications**

1. **Educational Qualification**

   The Executive Assistant must have a University Bachelor’s Degree with post degree relevant secretarial qualification/experience.

2. **Working Experience**
At least 01 year of experience of working with an organization in administrative support, secretarial and PA duties.

**Desirable Qualifications and Experience:**

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or any international/national NGO institution.

ii. Excellent organizational, interpersonal and time management skills.

iii. Self-motivated with well-developed oral and written communication skills.

iv. Proactive with an ability to deal with people at all levels.

v. Fluency in spoken and written English is essential.

**Computer Skills**

Proven experience of working in word processing/ spreadsheet including MS Word, MS Excel and MS Power Point and other applications.
KEY JOB RESPONSIBILITIES

i. The Executive Administrative Assistant will be under the control and supervision of the Project Director and/or any other project authority and will provide direct support. This will include day-to-day planning of schedules, travel, meetings, etc.; preparation and filing of documents and other general office support.

ii. She/he shall be responsible for administrative and secretarial assistance.

iii. She/he will be expected to act as a focal point of contact on behalf of executive (answer telephone and email queries) and manage meetings and screen calls appropriately.

iv. She/he will have to maintain office and admin files, business card files, and other relevant record as directed.

v. She/he will have to disperse incoming emails and letters to appropriate personnel and then respond accordingly.

vi. She/he shall be communicating with the various officials and organizations. It would be desirable to keep a good and consistent relation with them.

vii. She/he will follow specific instructions in relation to sensitive and confidential correspondence and other documents.

viii. She/he will ensure meticulous record keeping and maintenance of all relevant correspondence. This presumes that s/he will maintain filing and reference system.

ix. She/he will perform any other duty within the incumbent’s capabilities as instructed.

x. She/he will act as a Personal Assistant in handling and coordinating visitors and guests.

xi. She/he will arrange appointments, meetings, travel, and will provide assistance in organizing, coordinating, directing and supervising specified activities under the project.

xii. Other administrative tasks as defined and required by the Project Director and/or project authority from time to time.

xiii. She/he will be coordinating communications, visits of government officials/ representatives and other special interest groups.

xiv. She/he will get involved in various administrative and support duties drafting letters, emails, attending to various chores as directed by the project authorities.

xv. She/he will be taking dictations and will be drafting letters and other documents as per project requirements.

Travel Requirements

The Executive Assistant may be required to undertake occasional tours as per the project requirements.

Performance Review

The work and performance of the Executive Assistant shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.
Finance Assistant

Scope of Work

Main objective of hiring a Finance Assistant is to provide effective assistance in ensuring an efficient accounting system in place with the Rajasthan Agricultural competitiveness Project (RACP). The Finance Assistant will assist in providing and maintaining efficient & effective financial services to RACP.

Essential Qualifications

2. Educational Qualification

Finance Assistant must be preferably commerce graduate /post-graduate from any recognized University/institution.

3. Working Experience

At least 01 years of experience of financial management with an organization.

Desirable Qualifications and Experience:

i. Experience of working in project(s) assisted by any international/national organization like UN, WB, DFID, IMF etc. and/or any an international/national NGO institution.

ii. Ability to work effectively in teams as well as independently.

iii. Excellent communication and interpersonal skills.

iv. Ability to work independently with large volumes of data with problem – solving ability.

v. Fair knowledge of banking aspects, PF, salary accounts, professional tax, insurance, multi-branch accounts handling, internal auditing, etc.

vi. Fluency in English and Hindi.

Computer Skills

i. Proven experience of working in advanced word processing/ spreadsheet including MS Word, MS Excel and MS Power Point and other applications.

ii. Proficiency with the Knowledge and working with computerized accounting system(s). Proficiency with Tally ERP 9 is essential.

iii. Must be proficient with other computerized systems like Saral TDS.

KEY JOB RESPONSIBILITIES

i. to provide technical support to the project in all areas of accounting and financial management. He/she shall ensure that funds disbursed are properly accounted. She /he will work closely with the finance and programs team to ensure that contractual obligations and project deliverables are passed onto meet project objectives.

ii. To liaise with appointed internal auditors and ensure compliance with corrective measures.

iii. to ensure and assess financial record-keeping and internal control systems.

iv. To ensure computerized financial accounting systems in designated implementing agencies.

v. To ensure proper keeping and maintaining of financial records.
vi. To ensure proper deduction of all applicable taxes and levies including service tax, TDS & P.F. and timely deposit all the returns to the authorities.

vii. To ensure providing accurate and timely financial/accounts information to the project management.

viii. To maintain cash book and tally cash on daily basis and will prepare monthly expenditure statements.

ix. to maintain efficient filing system for the administrative and accounting records.

x. to carry out day to day finance and accounting functions for the project and shall also be responsible for bank reconciliation and maintaining the fixed assets register.

**Travel Requirements**

The Finance Assistant may be required to undertake field-visits and tours as per the project requirements.

**Performance Review**

The work and performance of the Finance Assistant shall be reviewed by the project periodically. First performance review shall be undertaken after first six month’s performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year. The performance review shall be accomplished by a review committee specifically constituted for the purpose.