



## Hiring of Consultants

**Bihar Rural Livelihoods Promotion Society (BRLPS)**, an autonomous society under Rural Development Department, Govt. of Bihar has been designated as State Rural Livelihoods Mission by Rural Development Department, Government of Bihar to scale up the "**JEEVIKA**" model in all 534 Blocks of 38 Districts in Bihar under National Rural Livelihood Mission.

The project has many specific requirements where services of experienced professionals are must. Therefore, project needs to hire reputed and experienced Consultants for different thematic tasks as specified hereunder:-

*Applications are invited for the Consultants under "Bihar Rural Livelihoods Promotion Society (BRLPS)":*

Sl. No.	Position	No. of Post and Category	Eligibility & Key Responsibility
<b>Non-Farm</b>			
01.	<b>Consultant- E-Commerce (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> PG or higher degree in Design/Fashion Technology/ Fashion Design or allied field. Preference would be given to candidates from NIFT. Minimum 3-5years of experience working with women collectives (producer group/ company) for promotion of art &amp; craft- based livelihood activities. Preference would be given to candidates having a working experience of specific craft, production, designing and e- commerce etc. Preference would be given to candidates who have worked with SRLMs/NRLM or organisations promoting similar community institutions. Preference would be given to a candidate from Bihar with no other work commitments. Preference would be given to the candidates having work experience with BRLPS.</p> <p><b>Key Responsibility:</b></p> <p><b>1. Planning and Implementation :</b> a) All planning and implementation responsibility of e-commerce activities (production, inventory, website designing, packaging, timely delivery, photoshoot, etc) b) Ensure timely and good quality products to customers. c) Planning and implementation of good quality photoshoot for website. d) Ensure proper promotion, implementation of social media marketing. e) Designing beautiful and usable products for outlets and website.</p> <p><b>2. Institution building:</b> a) Assist in business promotion of existing/new PG/PC. b)Implement financial management systems at PG and PC level.</p> <p><b>3. Capacity building:</b> a) Assess training need and prepare training calendar, mobilize trainers and organize training with support of technical agency. b) Assist in preparation and implementation of business development module for staff and cadres. c) Support development of master-trainers for Product quality management, Raw materials quality checking, Product Costing, Product display.</p>

02.	<b>Consultant- Art &amp; Craft &amp; Stitching (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> At least PG degree in Fashion Management/Rural Development/Social Work from reputed institute with more than 7 years of experience in working with women collectives (Producer Group/Company) for promotion of art &amp; craft and stitching based livelihood activity. Candidates having experience of State/National level government institutions; promoting large scale livelihood initiatives in the framework of SHG-VO-CLF are desirable. Candidates having certification and working knowledge of Operation Management and Six Sigma from premier institute are desirable.</p> <p><b>Key Responsibility:</b></p> <p><b>1.Stitching Intervention:</b> a) Setting up of Nodal Training cum Production Centers across State b) Producer Groups formation and coordinating for capacity building under Stitching c) Liaison with Govt. departments and other concerned agencies related to the intervention.</p> <p><b>2. Institution building support:</b> a) Assist in business promotion of existing/new PG/PC. b)Implement financial management systems at PG and PC level (Business plan).</p> <p><b>3. Capacity building:</b> a) Assess training need and prepare training calendar, mobilize trainers and organize training with support of technical agency. b) Assist in preparation and implementation of business development module for staff and cadres. c) Support development of master-trainersfor Product quality management, Raw materials quality checking, Product Costing, Product display.</p> <p><b>4. Production system support:</b> a) Quality management- Develop guidelines for quality check and standardization. b) Management of different pre and post production processes and activities.</p> <p><b>5. Marketing :a)</b> Provide handholding support for craft retail store set up, and online marketing.</p>
03.	<b>Consultant- Beekeeping (State Level- 01, District Level – 06)</b>	Total Position: 07 (UR-03 including 1 Female, EBC-01, SC-01, BC-01, EWS-01)	<p><b>Eligibility:</b> At least Post Graduate in Agriculture and allied sciences (M.Sc.(Ag.), M.Sc.(Horticulture), M.V.Sc., M.F.Sc. etc.) from any recognized university/institution with minimum 4 years experience in relevant field (Beekeeping) with Government organization/ reputed firm/NGO/corporate/private firm. S/he must have experience of Beekeeping. If S/he has experience/exposure of Bee by-products like-Bee venom, pollen, wax, royal jelly etc then S/he will be given priority. Candidates must have good ability to work with computer (especially excel and word).</p> <p><b>Key Responsibility:</b></p> <p>1. S/he will prepare an annual capacity building plan for Bee keepers, CBOs, community cadres and Jeevika staffs involved in Beekeeping intervention for her/his working district/s.</p> <p>2. S/he will be required to coordinate with SPMU, DPCUs to organize the training and would also be required to present physically in trainings as per requirement.</p> <p>3. S/he would be responsible to develop a range of profitable honey and honey products/produces like- Processed honey, packaged honey and Honey etc.</p> <p>4. S/he will ensure that the Bee produces (Honey &amp; honey Produces) produced by PGs are as per standard of required legal provisions e g- FSSAI, AGMARK etc as per market trends/Govt. norms.</p> <p>5. S/he will be responsible to develop a migration calendar of bee box/colony in Bihar/outside state on the basis of availability of flora and fauna for her/his working district/s.</p> <p>6. Any other tasks related to Beekeeping intervention assigned by the reporting officer. S/he will allocate 20% of the man-hour to unplanned tasks that may arise on priority basis.</p>

04.	<b>EPOS Consultant-Grameen Bazar (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> MBA/PGDMin sales/ Marketing with B. Tech in Information Technology or Computer Science.At least 7 years of experience combining exposure of Software development, Training&amp; capacity building, MIS, monitoring, Sales and Marketing in reputed national levelorganizations.Must have at least 2+ years of experience in working with CBOs based enterprises/ organizations.Must have experience in creation of training module video.Must have experience in managing EPOS system for enterprise chain consisting of 90 plus enterprises</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Ensuring that EPOS software works properly at all Grameen Bazaars.</li> <li>2. Compilation, analysisandsubmissionofreportgeneratedfromallGrameenBazaar.</li> <li>3. Ensuring that accountingguidelinesarewellintegratedandcomplianceisrecordedintothe EPOssystem.</li> <li>4. TrainingofBlock,districtstaffandGrameenBazaar staffonEPOS operations.</li> <li>5. CoordinationbetweendifferentstakeholdersforEPOSrolloutandtroubleshooting.</li> <li>6. SettingupofGrameenBazaarinnewlocations.</li> <li>7. Tie-up with FMCG companies for supply of goods at competitive price to Grameen Bazaar</li> </ol>
05.	<b>Regional Consultant-Grameen Bazar (District Level)</b>	Total Position: 10 (UR-04 including 2 Female, EBC-02 including 1 Female, SC-02 including 1 Female, BC-01, EWS-01)	<p><b>Eligibility:</b></p> <p>At least masters or equivalent degree with preferential specialisation in marketing and work experience of minimum 3 years in sales/marketing of Agency/ NGO/ Foundation/Society. Experience in Documentation, business planning, Market linkage and training module development.Experience in establishing supply chain management, vendor management is preferred. Working Knowledge in statutory compliance related work. Experience in community level training.</p> <p><b>Key Responsibility:</b></p> <p><b>1. Define Value Proposition, Identify expectations of customers:</b> Price, Assortment, Credit facility 2. Develop relations, build insight for long relationship with customers and suppliers [Acquisition, activation and Retention) 3. Identify, on board and link suppliers to supply directly to Grameen Bazaar and monitor their performance-based requirements of member Kirana Stores for which the MIS (functional) would be helpful. <b>4. Achieve weekly and monthly Grameen Bazaar Target:</b> a. Improve customer delight (by availability of Key Value Items at real time basis) b. Improve Inventory Turnover Ratio <b>5. To Optimize Cost:</b> a. Make profitable buying for sustainable Grameen Bazaar Business Model b. Maintain as per norms</p> <ol style="list-style-type: none"> <li>i. Expiry, Damages and Shortages &lt; 0.5%</li> <li>ii. Shrinkages &lt; 0.5%</li> <li>iii. Identification of low cost building for rent</li> </ol> <p><b>6. To search for new business opportunity:</b> a. To identify finished SHG made produce and market it through Grameen Bazaar b. To identify SHG made produce which can be marketed under the brand name of Grameen Bazaar c. To help in boosting Grameen Bazaar sales through public procurement d. Coordinate with local government office to supply training Materials. 7. a) Timely reporting of project progress. b) Branding and promotion of Grameen bazaar c) Support to district team and block team in initiating and opening of new Grameen Bazaar</p>

## Financial Inclusion

06.	<b>Consultant- Financial Inclusion (State Level – 6 nos., District Level – 47 nos.)</b>	Total Position: 53 (UR-22 including 8 Female, EBC-09 including 3 Female, SC-08 including 3 Female, BC-06 including 2 Female, EWS-05 including 1 Female, BCW-02, ST-01)	<ol style="list-style-type: none"> <li>1. Eligibility: At least PG or higher degree with experience of at least 3 years in relevant field with reputed state or national level institutions/assignments OR Scale-III officers of banks/ Government Officers with Grade Pay of Rs. 7600/ or equivalent Grade in PSUs/Society &amp; other Government Organisations/Private Sector employee drawing at least Rs. 75000/- per month (Gross Salary) for last three years OR Scale-II officers of banks/ Government Officers with Grade Pay of Rs. 6600/- or equivalent in PSUs/Society &amp; other Government Organisations/Private Sector employee drawing at least Rs. 50000/- per month (Gross Salary) for last three years.</li> <li>2. Key Responsibility: The consultant has to ensure the following outputs in his area of activities:</li> <li>3. Ensuring timely savings &amp; credit account opening of SHGs and their Federations, Liaison with project staffs and the Banks for timely disbursement and recovery.</li> <li>4. Rollout of Bank- Mitra concept in the districts from identification to training and review on periodic basis.</li> <li>5. The Consultant will provide a supportive role for the BPIU and DPCU officers in the related BLBC and DLCC meetings respectively.</li> <li>6. To be prepared for extensive field visit for providing handhold support to BPIU and DPCU in dealing with core issues related to financial services.</li> <li>7. To liaison with Bank officials of the district and ensuring their exposure to the field operations of the Jeevika area in order to muster better confidence amongst the banking fraternity.</li> <li>8. Working on the concept of "Community Auditor" and making it a model for the implementation at the field level.</li> <li>9. S/he will help in implementation of Lok OS also, particularly in updating books and preparation of cutoff data at SHG/VO/CLF level.</li> <li>10. Ensuring training to Community Cadres on issues related to insurance for ensuring sensitization at the level of members from community.</li> <li>11. Working on product design &amp; implementation related to insurance for the community members. At first the priority needs to be given for Life Insurance (PMJJBY/PMSBY/any other scheme) and then on non-life with claim settlement process.</li> <li>12. Actively participate in the designing and implementation of the Financial Literacy and Credit Counseling module at the level of community institutions.</li> <li>13. Work towards designing a model on pilot basis to facilitate community institutions take up the role of BC/BF/CSP of BC to ensure inclusion of the poorest in its fold.</li> <li>14. Working on end to end solution for utilizing the services of alternate banking for taking other services like old age pension, pension for differently enabled people, widow pension and similar other social entitlements from the government department.</li> <li>15. Any other related task as and when required by BRLPS.</li> </ol>
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## Livestock

07.	<b>Consultant- Livestock (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> S/he should have Post Graduate degree. Preference will be given to the candidates having M.V.Sc degree. S/he should have at least 15 years of experience in Animal Husbandry Sector. S/he should have experience of providing training, treatment of Small Ruminant, having worked on preventive health/Ethno veterinary services of small ruminant. Retired Veterinarian from Central/State Government may be preferred. S/he should be willing to travel to remote locations districts / blocks / villages for training and Demonstration.</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Capacity Building of District &amp; Block staff on goatery and Poultry Intervention.</li> <li>2. Screening of identified Pashu Sakhis and Poultry Resource Person.</li> <li>3. Provide technical support to Poultry rearing and adoption of best practices in Poultry Mother Units.</li> <li>4. Capacity Building of Pashu Sakhis and Poultry Resource Person at District Level.</li> <li>5. Facilitation to Staff and Cadre on formation of producers group.</li> <li>6. Support Pashu Sakhis and Poultry Resource Person on field demonstration.</li> <li>7. Support in convergence with line departments.</li> <li>8. Any other required Livestock related service assigned by SPM Livestock.</li> </ol>
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08.	<b>Consultant-Fisheries (District Level)</b>	Total Position: 08 (UR-03 including 1 Female, EBC-02 including 1 Female, SC-01 , BC-01, EWS-01)	<p><b>Eligibility:</b></p> <p>S/he should have Master degree or equivalent in Fisheries Science/ Aquaculture / Zoology with specialization in Fisheries. S/he should be physically fit and willing to travel remote locations districts/ blocks/ villages for training and Demonstration. S/he should have excellence efficacy in Microsoft office. S/he should have experience of at least 3 years in relevant field with reputed state or national level institutions/assignments.</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Capacity Building of district, block staffs, community and Matsya Sakhis on various aspects of fisheries Intervention.</li> <li>2. Maintain strong working relationships with all stakeholders (particularly other government departments, local authorities, etc.) for convergence of other schemes complementing the intervention.</li> <li>3. Conduct value chain analysis (VCA) and promote value chain development activities related to fisheries and facilitate backward and forward linkages between various stakeholders.</li> <li>4. Devising or framing of Books of Record and its rollout required for the project.</li> <li>5. Regular follow up and technical support to district and block level staffs in the implementation of fisheries related activities.</li> <li>6. Facilitate demonstration of different activities relating to Fisheries at field level.</li> <li>7. Assist and facilitate procurement related to Fisheries Intervention.</li> <li>8. Prepare all necessary reports related to Fisheries Intervention and share with SPMU –Livestock team on time.</li> <li>9. Facilitates in the project budgeting and planning at district level.</li> <li>10. Manage aggregation of necessary data form Block Project Mangers and MatsyaSakhis' for reporting.</li> <li>11. Coordinate in the development of the detailed district fishery sub-component monthly work plan in close collaboration with Jeevika thematic Manager/BPMs.</li> <li>12. Facilitate project staff on Matsya Sakhis identification, training and demonstration.</li> <li>13. Facilitate monthly review cum planning meetings with Matsya Sakhis.</li> <li>14. Monitoring and evaluation of Matsya Sakhi.</li> <li>15. Any other required Livestock related services assigned by SPM Livestock.</li> </ol>
09.	<b>Consultant-Goat Intervention (District Level)</b>	Total Position: 06 (UR-03 including 1 Female, EBC-01, SC-01, BC-01))	<p><b>Eligibility:</b> S/he should have Post Graduate degree. Preference will be given to the candidates having M.V.Sc degree. degree. S/he should have at least 15 years of experience in Animal Husbandry Sector. S/he should have experience of providing training, treatment of Small Ruminant, having worked on preventive health/Ethno veterinary services of small ruminant. Retired Veterinarian from Central/State Government may be preferred. S/he should be willing to travel to remote locations districts / blocks / villages for training and Demonstration.</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Screening of identified Pashu Sakhis at Block Level.</li> <li>2. Capacity Building of Pashu Sakhis at District Level.</li> <li>3. Facilitation to Staff and Pashu Sakhis on formation of Goat rearers producers group.</li> <li>4. Capacity Building of district &amp; block staff on goat rearing practices.</li> <li>5. Support Pashu Sakhis through field demonstration.</li> <li>6. Support Pashu Sakhis in mobilization of Goat Rearers.</li> <li>7. Support Pashu Sakhis in training of Goat Reaeres.</li> <li>8. Handhold support to Pashu Sakhis in providing different services.</li> <li>9. Support in convergence with line departments.</li> <li>10. Any other required Livestock related service assigned by SPM Livestock</li> </ol>

## MIS

10.	<b>MIS Consultant (State Level – 1 no., District Level – 18 nos.)</b>	Total Position: 19 (UR-07 including 3 Female, EBC-03 including 1 Female, SC-03 including 1 Female, BC-02 including 1 Female, EWS-02, BCW-01, ST-01)	<p><b>Eligibility:</b> MCA or equivalent with minimum 5 years of experience in Software Roll Out and Capacity Building/ Training.</p> <p><b>Key Responsibility:</b> 1. Tracking CBOs digitization in DSS-MIS with respect to MPPR and as well as updates entered on NRLM portal from districts. 2. To compile reports as per SPMU direction. 3. Liasioning with DPCU and BPIU staff in data collection and its digitization in CBO-MIS application. 4. Validation of data based on the training and requirement of MIS. 5. To plan trainings regarding various modules of DSS-MIS for Staff and Cadre. 6. Arrange and extend training facilities to the members of VO and CLF regarding usage of MIS. 7. Piloting MIS modules and ensure its usage. 8. Monitoring progress of Tablet based entry progress in concerned districts. 9. To coordinate with M &amp; E Managers at districts in rolling out the MIS. 10. To extend support to DPMs and M &amp; E Managers regularly for generation of reports with required periodicity and increase the usage of data from MIS. 11. To resolve the issues related to application as and when required using tools. 12. Extensive field visit for providing handhold support to BPIU and DPCU in dealing with core issues related to DSS-MIS. 13. Any other assignment given by SPMU or concerned DPCU from time to time.</p>
11.	<b>MIS Consultant (Spring Framework, J2EE, Jasper, Oracle PI/ SQL)</b>	Total Position: 01 (UR-01) (State Level)	<p><b>Eligibility:</b> MCA or equivalent with minimum 5 years of Experience in Software development and Capacity Building/ Training on the related tools.</p> <p><b>Key Responsibility:</b> 1. Development of new pages/modules in the existing application. 2. Maintenance and Support in CBO-MIS Application. 3. Fine tuning the application and database time to time. 4. Creating reports as per the requirement. 5. Modification in the existing application as and when required. 6. Any other assignment given by SPMU from time to time.</p>
12.	<b>MIS Consultant (Dot net framework, SQL Server) (State Level)</b>	Total Position: 02 (UR-01, EBC-01)	<p><b>Eligibility:</b> MCA or equivalent with minimum 5 years of Experience in Software development and Capacity Building/ Training on the related tools. Preference will be given for those having experience in mobile app development.</p> <p><b>Key Responsibility:</b> 1. Development of Applications for the organization. 2. Providing App based solutions for different interventions as and when required. 3. Liasioning with Agencies for various software/app based solutions provided by them. 4. Extensive field visit for providing handhold support to BPIU and DPCU in dealing with core issues related to DSS-MIS and Mobile Applications. 5. Support the existing mobile apps and applications running in BRLPS and integration with other applications. 6. Any other assignment given by SPMU from time to time.</p>
13.	<b>Mobile App Consultant (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> MCA or equivalent with minimum 3 years of Experience in Software Roll Out and Capacity Building/ Training</p> <p><b>Key Responsibility:</b> 1. Development of Mobile Applications or web-based applications for the organization. 2. Providing software solutions for integrating different mobile application. 3. Liasioning with Agencies for various software/app-based solutions provided by them to integrate with the DSS-MIS as well. 4. Field visit for providing handhold support to BPIU and DPCU in dealing with core issues related to DSS-MIS and Mobile Applications. 5. Any other assignment given by SPMU from time to time.</p>

## SJY

14.	<b>Consultant-Regional Coordinator SJY (District Level)</b>	Total Position: 15 (UR-07 including 3 Female, EBC-03 including 1 Female, SC-02 including 1 Female, BC-02 including 1 Female, EWS-01)	<p><b>Eligibility:</b> S/he should have PG Degree/PG Diploma in Management/ Rural Development / Rural Management / MSW. At least 7 years of experience in community driven development program/Project/Marketing.Preferences will be given to the candidates having experience of working in ultra-poor project, development sector, exposure to rural area of Bihar and has experience in executing or rolling out development projects or Marketing of the products.S/he should have good communication skill (both oral and written) and proficiency in working with MS Office is a must.Candidate must have his/her own vehicle for field movement.</p> <p><b>Key Responsibility: A. System Strengthening:</b> 1. Conduct household visits to access the performance of HHs w.r.t. Graduation Indicators especially of 'C' category households and take necessary steps for their upliftment 2. Prepare performance report card of Master Resource Persons. 3. Support district teams in monthly review of blocks on implementation. 4. Coordinate with the technical partners to ensure effective implementation. 5. Conduct need based capacity building/orientation sessions for community cadres and implementation teams.</p> <p><b>B. Development of one block as Immersion site:</b> 1. Development of immersion site block with support of Resource Area Coordinator 2. All households must be trained on CBED (Capacity Building &amp; Enterprise Development) 3. All MRPs must be trained on different modules 4. Books of records to be rolled out 5. MIS to be up to date 6. SJY HHs to have received all tranches of LIF &amp; LGAF 7. SJY HHs to be linked with any two government schemes 8. More than 80% households to be rated 'A' 9. Any other criteria as directed in due course.</p>
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## Health and Nutrition

15.	<b>Consultant- Production Expert (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> Master Degree or any equivalent technical degree from reputed institution. Proficient in MS-office/Computer application. A sound communication skill in Hindi &amp; English is essential. Relevant work experience of minimum 3 years in establishment of Sanitary Napkin Production Unit is required. Preference to be given having experience in production of biodegradable sanitary pads. Good concept of operation management. Having Training skills. Any additional experience in the field of health, Sanitation &amp; hygiene. Must have experience in working MIS based application.</p> <p><b>Key Responsibility:</b></p> <p>S/he will be responsible for overall establishment of Sanitary Napkin Production Units; hence following is the roles &amp; responsibility-</p> <ol style="list-style-type: none"> <li>1. S/he will be responsible for overall establishment of Sanitary unit by finalization of sanitary napkin production machine &amp; other equipment and raw materials</li> <li>2. S/he will be responsible for training of SNPU Didis &amp; staffs to produce the quality product with maximum production capacity as per the plan and review their performance on regular interval</li> <li>3. S/he will assist producer group/ unit in demonstrating Model SNPU and coordinate with district and state team unit for exposure &amp; learning</li> <li>4. S/he will be responsible to implement accounting and data management system</li> <li>5. S/he will support for further marketing &amp; sale of finished goods to achieve Break-even Point</li> </ol>
16.	<b>Consultant- Production &amp; Marketing (State Level- 02, District Level - 10)</b>	Total Position: 12 (UR-05 including 2 female, EWS – 01, BC -2 including 1 Female, EBC – 2 including 1 Female, SC – 02 including 1 Female)	<p><b>Eligibility:</b> Master Degree or any equivalent technical degree from reputed institution. Proficient in MS-office/Computer application. Sound communication skills in Hindi &amp; English. Relevant work experience of minimum 3 years in establishment of nutri Production Unit. Preference to be given having experience in production of Nutrition products. Good concept of operation management. Having Training skills. Any additional experience in the field of health and nutrition. Must have experience in working MIS based application.</p> <p><b>Key Responsibility:</b></p> <p>S/he will be responsible for overall establishment of Nutri Enterprise Production Units; hence following is the roles &amp; responsibility-</p> <ol style="list-style-type: none"> <li>1. S/he will be responsible for overall establishment of Nutri enterprises by finalization of production machines &amp; other equipment and raw materials</li> <li>2. S/he will be responsible for training of Didis &amp; staffs to produce the quality product with maximum production capacity as per the plan and review their performance on regular interval</li> <li>3. S/he will assist producer group/ unit in demonstrating Model Nutri enterprise unit and coordinate with district and state team unit for exposure &amp; learning.</li> <li>4. S/he will prepare Business plan of each Nutri enterprise unit and will facilitate the concerned CBO to achieve as mentioned.</li> <li>5. S/he will be responsible to implement accounting and data management system.</li> <li>6. S/he will support for further marketing &amp; sale of finished goods to achieve Break-even Point.</li> </ol>



## Social Development

17.

### Consultant- Nursery Development and Convergence (State Level- 01, District Level - 05)

Total Position: 06 (UR-03  
including 1 Female, EBC-01,  
SC-01, BC-01)

**Eligibility:** Masters in Botany / Forestry / Environmental Sciences / Environmental Studies from a recognized University/ Institute with at least five years experience with any institution/ enterprise/ educational institution/ research institution engaged in the advancement and dissemination of knowledge in the area of forestry and environment Or Post Graduate in any field from a recognized University/ Institute with at least ten years' experience with any institution/ enterprise/ educational institution/ research institution engaged in the advancement and dissemination of knowledge in the area of forestry and environment. Proven technical ability of managing and supervising Nursery, Plantation, and Company related activities/ research. Proven managerial and leadership ability to support and nurture entrepreneurs and enterprises. Training and capacity building skills. Local proactive problem solver. Should be willing to travel as per the need.

#### Key Responsibility:

**Handholding:** 1. Assist JEEViKA in devising strategies for mobilization and encouraging women to start Nursery and plantation related enterprises. 2. Assist JEEViKA during selection of entrepreneur. 3. Build Layout plan as per the space availability for ensuring Standard Practices for Nursery and related activities. 4. Identification of functional requirements and equipment's for the Nursery and related enterprises. 5. Enable smooth and timely procurement for various equipment's with support of JEEViKA procurement team. 6. Provide requisite trainings related to Nursery, Plantation to prospective and engaged entrepreneurs. 7. Ensure handholding support to Nursery and related entrepreneurs and related institutions (i.e. SHG, VO, CLF) on technical, managerial, operational and market related aspects.

**Systems:** 1. Develop state-specific Standard Operating Procedure (SOP) and protocols, capacity building modules and handholding systems for Nursery and related entrepreneurs/ enterprises. 2. Identify skill gaps of entrepreneurs and provide refresher trainings whenever required. 3. Develop and incorporate weekly, monthly, quarterly and annual reporting formats in functioning of enterprises, for timely monitoring and evaluation of reports received from Nursery and related enterprises. 4. Development of an APP based system for monitoring of Nursery progress indicators with JEEViKA MIS team. 5. Ensure weekly and monthly tracking of all Nursery and related enterprises as per the MIS requirements. 6. Ensure brand consistency and upkeep as per prescribed norms. 7. Support SRLM with inputs needed for policy formulation and dialogues. 8. Arranging exposure visits. 9. Formation of Nursery related FPO.

**Business:** 1. Carry out viability for the proposed Nursery and related enterprises. 2. Develop business plans for Nursery and related enterprises and monitor performance based on the same. 3. Ensure brand development of Nursery and related enterprises under the name of Didi Ki Nursery. 4. Introduce industry best practices to enhance efficiency, lower transaction costs and improve backward and forward linkages of enterprises. 5. Introduce relevant certifications to enhance brand image, process strengthening and improved credibility, transparency & accountability. 6. Create marketing & Sales strategies for various enterprises under the Nursery and related enterprises. 7. Support in identification of potential markets for products/ services of enterprises. 8. Identify opportunities in scaling up and expansion of entrepreneurial avenues for entrepreneurs. 9. Develop Didi Ki Nursery as a Company / Farmer Producer Company (FPC), which ever suitable/ appropriate for the business processes & operations.

**Institutional Integrity:** 1. Ensure transparency at all levels; liaison with lead community institutions and relevant stakeholders. 2. Introduce community-based process and financial review. 3. Ensure that all initiatives are women centric and women owned, both in letter and spirit.

**Convergence:** 1. Establishment of forward and backward linkages with related institutions to support entrepreneurs/ enterprises. 2. Bringing together, institutions of related cause/ mutual benefit to facilitate knowledge and technology transfer in the field of Nursery and related areas. 3. Convergence with Government (Forest Dept., MGNREGA, Horticulture, Agriculture, KVK, etc) and Non-Governmental institutions/ agencies/ think- tank/ educational and technical institutions/ others. 4. Development of schemes, estimates, technical documents with convergence partners / agencies / institutions.



18.	<b>Consultant-Gender (State Level-01, District Level - 06)</b>	Total Position: 07 (UR-03 including 1 Female, EBC-01, SC-01, BC-01, EWS-01)	<p><b>Eligibility:</b> Master in Gender Studies/Social Welfare/Rural Development/ Women's Studies/ Social Studies or equivalent degree with at least 3 years in relevant field with reputed state or national level institutions/assignments OR Master Degree from recognised university with minimum 5 years of experience in the field of gender related work.</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Identify and understand gender &amp; social issues, primarily at Block level and District level.</li> <li>2. Plan and conceptualize workshops on gender sensitization, gender equity and other relevant issues for the complete structure of JEEViKA.</li> <li>3. Support JEEViKA in implementation of Social Development Plan/ Gender Action Plan.</li> <li>4. Conduct trainings on the gender issues of the staff/community members/gender cadre/gender CRP at all levels.</li> <li>5. Identification of Gender Point Persons at every SHG.</li> <li>6. Training/Orientation of Adolescent girls and Elderly women.</li> <li>7. Formation and Development of Gender Forums.</li> <li>8. Formation of Evaluation Committee at Panchayat level (as per VPRP/NRLM guidelines).</li> <li>9. Developing at least one ideal CLF (Gender-sensitive) in every Block as immersion sites.</li> <li>10. Ensure Creation and Development of the gender trainers pool in the project, thus achieving sustainability.</li> </ol>
19.	<b>Consultant - Mulberry (State Level-01, District Level - 02)</b>	Total Position: 03 (UR-02 including 1 Female, EBC-01)	<p><b>Eligibility:</b> Post Graduation in Seri Culture with 5 years of experience in Seri-culture program implementation/marketing for state level position OR PG in any discipline with minimum 7 years of experience in Seri-culture program. Priority will be given to person worked with Central Silk Board, Central or State Govt Seri Culture program.</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. To Support BRLPS (JEEViKA) in implementation of the activities under Sericulture intervention as per the proposals/plan,</li> <li>2. Create a resource pool of mulberry Seri- culture trainers at state district and block. Arranging for trainings, workshops on effective implementation of the Project activities and developing close linkages and network among the different project stakeholder agencies by managing the service providers and external experts relating to the implementation of project activities</li> <li>3. Be instrumental in placing and maintenance of systems required for promotion of Seri Culture.</li> <li>4. Contribute to quality seed production and distribution program if required under the project.</li> <li>5. Maintain close liaison with DoS Bihar in carrying out sectoral interventions under mulberry intervention.</li> <li>6. Overall procurement planning, implementation, procurement oversight and supervision and responsible for meeting project's compliance with procurement methods / procedures as agreed with BRLPS.</li> <li>7. Contribute to preparation District Level Value Chain Development Plans (VCDPs) in Sericulture in consultation with BRLPS and Industry experts.</li> <li>8. Identify the binding constraints in sericulture value chains and suggest remedies to overcome the same,</li> <li>9. Providing monthly reports to the SPMU, preparation of progress reports, including QPRs, Sanction and Fund Release proposals and Utilization Certificates for the funds released, to SPMU.</li> <li>10. Collecting updated data on the input/output indicators and consolidating and analysing the data provided by District and Block team, Documenting and disseminating the success stories and lessons learnt from the successful project's intervention at various relevant forums.</li> <li>11. Determine critical gaps in technology, product quality, common facilities, skills, availability of raw material, and marketing support in the selected Sericulture clusters</li> <li>12. Promotion and nurturing of Farmer Producer Company.</li> </ol>

20.	<b>Consultant – Renewable Energy and Business Partnership (State Level-01, District Level-03 )</b>	Total Position: 04 (UR-02 including Female 01, EBC-01, SC - 01)	<p><b>Eligibility:</b> Post Graduate Degree or Diploma in Rural Development/ Rural Management/ Business Management/ Business Administration with minimum 8 years of post-qualification relevant work experience in the field of rural poverty reduction projects/program, renewable energy (block, district and state level) OR Post Graduate in any discipline having 10 years of working experience in the field of rural poverty reduction projects/program, renewable energy (block, district and state level), climate change and sustainability.</p> <p><b>Key Responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Follow and implement standardized management processes &amp; guidelines as set by BRLPS (JEEViKA).</li> <li>2. Provide administrative, programmatic, and managerial oversight to all aspects of the project with a focus on program standards and quality.</li> <li>3. Partnership development with renewable energy-based company/institution/government department/international organization to create a strong solar ecosystem in Bihar with BRLPS.</li> <li>4. Coordinate effective implementation of project activities, including work plan development and implementation to ensure that project is completed on time and within budget.</li> <li>5. Conducting and coordinating overall field operations related to implementation of the Solar based enterprises project.</li> <li>6. Creating a learning platform in forms of meeting and workshops, where project heads/ staffs and partner agencies / stakeholder share views on the topics/issues reported for requiring actions.</li> <li>7. Creating database and management of online and offline data reported from each working unit. Usage of data as required by seniors / state head office and on regular basis during review meetings for performance.</li> <li>8. Providing proper capacity building input &amp; training to all field staff about MIS maintenance, its use for decision making at the district &amp; block levels.</li> <li>9. Contributing to the documentation of reports, case studies, process documentation, learning notes, designing of IEC materials.</li> </ol>
<b>Finance</b>			
21.	<b>Consultant-PFMS/E-FMAS/FDM (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> M.Tech/MCA or MBA in Project Management with at least 3 years experience in relevant field with reputed state or national level institutions/assignments.</p> <p><b>Key Responsibility:</b> 1.To assist the BRLPS State and Districts Teams in maintenance of projects records under PFMS/E-FMAS&amp; FDM with respect to all module, as made applicable under the directives of Central / State Govt. and the funding agencies. 2. To establish and maintain a communications network and assist project staff so as to enable the maintenance of up to date record under PFMS/E-FMAS&amp; FDM. 3.To provide all technical support and the trouble shooting functions necessary for running of PFMS/E-FMAS&amp; FDM module and sort out the issues which may occur during implementation of PFMS/E-FMAS&amp; FDM Modules within reasonable time.4.Handling all the communications between BRLPS and MoRD, GoI for PFMS/E-FMAS&amp;FDM feedbacks and updates. 5. To prepare SOP (standard operating procedures) and training materials (in English and Hindi) of the concerned ministry /Department for the PFMS/E-FMAS modules (in hard &amp; soft copies). 6. To develop action plan/strategic documents pertaining to implementation of PFMS/E-FMAS. 7. Managing PFMS and EFMAS implementation at state level through training and capacity building of District Finance Managers, District Project Managers and Accountants with hand-on-practice and Demos. 8. Mapping and integrating all the schemes of different verticals on PFMS and EFMAS for smoothening the fund flow. 9. Resolving all the payment related and other technical issues on PFMS and EFMAS application. 10.To prepare the status of PFMS/E-FMAS&amp; FDM implementing of the society, for the concerned Ministry /Department/Funding Agencies. 11. Engage with the Regional Bank, Cooperatives Banks and other Nationalized/ Scheduled Banks to settle the payment related issues and take up pending issues under PFMS and E-FMAS within BRLPS SPMU jurisdiction. 12. To undertake any work /task assigned by the competent authority with respect to the project /scheme implementation by the society. 13.To perform field duties as and when required by the society .</p>
22.	<b>Consultant-Internal Audit and Statutory Matters (State Level)</b>	Total Position: 01 (UR-01)	<p><b>Eligibility:</b> MBA-Finance/CA/CMA with at least 3 years in relevant field with reputed state or national level institutions/assignments.</p> <p><b>Key Responsibility:</b> 1. Compilation of EPF data on monthly basis and filling the monthly return to EPFO. 2. Support to SFMs in compilation of audit report/audit compliance and co-ordination with auditor and District Team. 3. To ensure that all financial reports are prepared and submitted to controlling/regulatory authority/department in a timely manner. 4. Filling the E-TDS return and their compliance if any. 5. To advise project on financial matters; support in accounting and implementing sound financial management practices. 6. Liaisoning with banks, preparation of bank advice/BRS/Letter to bank and other funding agencies. 7. To assist the BRLPS to put in place the necessary procedures, practices and training to fill capacity gaps and strengthen the finance personnel across the project. 8. To develop and schedule training programs for finance staff. 9. To undertake any work/task assigned by the competent authority with respect to the project/schemes implemented by the Society. 10. To perform field duties as and when required by the Society.</p>

**Note:**

Official website <http://brlps.in> may be visited and click on "Career" to apply online and to know detailed eligibility criteria and other details including category of vacancies. All communication will be made through website only.

1. Applications will be accepted only through online mode.
2. Last Date for receipt of applications is up to 25<sup>th</sup> July 2023. Applications beyond this date will not be accepted.
3. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
4. Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the BRLPS if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
5. The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the Application Form or in case of any other default, the BRLPS may reject the candidature at any stage of the selection.
6. In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tempered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair Means.
7. Print out of On-line Application Form or hard copies of certificates/mark sheets are not required to be submitted. Candidates shall have to produce all the required documents pertaining to eligibility for verification as and when asked for by the BRLPS, failing which he/ she shall be disqualified.
8. Candidates must keep print out of On-line Application Form, E-Admit Card and at least 05 (Five) copies of coloured passport size photograph identical with the photograph uploaded in Online Application Form and produce the same, along with all the required certificates, at the time of verification of the documents.
9. It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with such candidates to get appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying online and shall be personally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.
10. Information uploaded on the official website of the BRLPS shall not be provided to the candidates or any other person under the Right to Information Act, 2005. The information uploaded on the official website of the BRLPS shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor any information shall be provided.
11. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
12. Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
13. In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, face penal action as per the law applicable.
14. In case, it is found at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/ or that he/ she has suppressed/ twisted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority.
15. Only one application shall be submitted by each candidate for a position. In case, more than one Application i.e. multiple Application Forms are submitted by the same candidate, then the last application form correct in all respect shall only be taken into account for considering his/ her candidature.
16. Only such candidate shall be considered for selection who participates in all the stages of the Examination, and no exemption shall be granted to any candidate including that of OH Category from appearing in any part/ stage of the Examination for reasons whatsoever.
17. No person under Orthopedically Handicapped (OH) category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.
18. After final submission of the application form, any request with regard to change of category shall not be entertained. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
19. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.

20. Reservation would be applicable for recruitment on these positions as per the latest Reservation Policy of the Government of Bihar. Only eligible candidates as per the required eligibility criteria will be called for participating in further stages of recruitment.
21. BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage. The BRLPS reserves the right to bring about changes in the selection procedure/ scheme of Examination.
22. There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.
23. Only those candidates shall be considered for selection who secures the minimum cut off marks in the Personal Interview.
24. Waiting list shall remain valid for a period of one year from the date of its approval by the Competent Authority and may be extended for another one year in case of exigency.
25. Number of vacancies may be changed without prior notice.
26. In case the Universities/Boards, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by the respective University/ Board. In the absence of the same, the candidature will not be considered.
27. BRLPS reserves the right to shortlist candidates based on qualification and post qualification relevant experience.
28. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against each position.
29. Shortlisting will be done based on information provided by the candidates in the Application Form. No changes afterwards will be accepted in any circumstances.
30. For the purpose of calculation of experience, the reference date will be 1st July 2023.
31. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience.
32. Article ship/apprenticeship/internship/training outside job or working in self owned enterprise will not be considered as experience.
33. 1 year relaxation in experience will be allowed to a working employee of BRLPS who has completed at least 1 year of service with BRLPS, as per the provision of BRLPS HRD Manual.
34. Persons who had been separated from the BRLPS on disciplinary grounds need not apply as their candidature will not be considered.
35. No TA/DA will be paid for attending different stages of selection process or first joining of BRLPS.
36. The record relating to this recruitment, 2023 would be available up to 6 months from the Date of declaration of final result and, thereafter, all examination materials shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
37. Reservation facility would be applicable only to the Bihar domicile candidates. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.
38. The selection of the consultants will be done on the basis of their qualification, quality of experience in relevant field and their association with reputed institutions/agencies/departments. Accordingly their category will be decided as per following which will further be used for award of remuneration and other benefits:

Sl. No.	Experience	Category
1.	At least 15 years experience of relevant field out of which at least 3 years of experience at senior managerial level/positions* with reputed national and international level institutions/assignments.	Category A1
2.	At least 10 years experience in relevant field out of which at least 3 years of experience at Middle managerial level/Positions** with reputed national and international level institutions/assignments.	Category A2
3.	At least 7 years experience in relevant field with reputed state or national level institutions/assignments.	Category A3
4.	At least 3 years experience in relevant field with reputed state or national level institutions/assignments.	Category A4

39. \*As Scale-III officers of banks/ Government Officers with Grade Pay of Rs. 7600/ or equivalent Grade in PSUs/Society & other Government Organisations/Private Sector employee drawing at least Rs. 75000/- per month (Gross Salary) for last three years.
40. \*\*Scale-II officers of banks/ Government Officers with Grade Pay of Rs. 6600/- or equivalent in PSUs/Society & other Government Organisations/Private Sector employee drawing at least Rs. 50000/- per month (Gross Salary) for last three years.

41. Remuneration and other benefits structure for consultants are hereunder:

Sl. No.	Category	Remuneration	Other Benefits
1.	Category A1	For Part Time Requirement: Up to Rs.5000/- per day	Reimbursement of to and fro travel expenses up to economy air fare, up to Rs.750/ per day for use of local conveyance or personal vehicle for official purpose and stay up to limit prescribed for category II staff of BRLPS or as approved by CEO on basis of requirement/merit.
		For Full Time Requirement : Rs. 65000/- to 75000/- Per Month	
2.	Category A2	For Part Time Requirement: Up to Rs.4000/- per day	Reimbursement of to and fro travel expenses up to economy air fare, up to Rs. 750/ per day for use of local conveyance or personal vehicle for official purpose and stay up to limit prescribed for category II staff of BRLPS or as approved by CEO on basis of requirement/ merit.
		For Full Time Requirement: Rs. 60000/- per month	
3.	Category A3	For Part Time Requirement: Up to Rs. 3000/- per day	Reimbursement of to and fro travel expenses up to 2nd AC, up to Rs. 750/ per day for use of local conveyance or personal vehicle for official purpose and stay up to limit prescribed for category II staff of BRLPS.
		For Full Time Requirement: Rs. 45000/- per month	
4.	Category A4	For Part Time Requirement: Up to Rs. 2000/- per day	Reimbursement of to and fro travel expenses up to 3 <sup>rd</sup> AC, up to Rs. 500/day for use of local conveyance or personal vehicle for official purpose and stay up to limit prescribed for category III staff of BRLPS.
		For Full Time Requirement: Rs. 30000/- per month.	

42. Remuneration of retired Government employees will be fixed as per the provision of Sankalp No. 10000 dated 10/07/2015 and Letter No. 3/M-63/2013 Sa Pra 8710 dated 11/08/2021.

43. Entry Level category will remain unchanged during the whole contract period.

44. The consultant will be hired on the basis of a) Part time requirement (up to a maximum of 150 days in a year) OR b) Full time requirement (Up to a maximum of 11 months in a year).

45. Decision for opting Full Time or Part Time Consultancy is the sole discretion of the BRLPS.

46. Decision for place of posting is totally lie with the BRLPS only.

47. Full time consultants will also be eligible for one day Casual Leave (CL) in a month. Besides, female consultants will be eligible for up to two days Special Leave (SL) in a month.

48. There is an age limit of 65 years for Government/Bank Retired employees wherein 60 years for all other candidates.

**Disclaimers:** Mere eligibility does not guarantee a job.

**Chief Executive Officer-cum- Mission Director,  
Bihar Rural Livelihood Promotion Society**

*Canvassing in any form shall be a disqualification.*