



GOVERNMENT OF TRIPURA
DIRECTORATE OF TRIBAL WELFARE

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File No.16-207/TW/PME/2021-22(Part-II)/ 10520

Dated, 27th June, 2022.

**Engagement of Consultants for the Externally Aided project in Tribal Welfare Department,
Govt. of Tripura**

Tribal Welfare Department, Govt. of Tripura seeks to engage following consultant on purely temporary and on contractual basis for a period of 12(twelve) months in connection with Externally aided Project to be funded by World Bank namely World Bank namely “**Tripura Rural Economic Growth and Service Delivery Project (TRESP)**”

Item No	Name of Position	Number of Post
1	Animal Husbandry Specialist	01
2	Fisheries Specialist	01
3	Roads Engineer	01

- The engagement will be made in the Tribal Welfare Department, Govt. of Tripura.
- The selected candidate would be appointed on purely contract basis for a term mentioned above and may be extended on performance and requirement
- The selected candidate should come under an agreement as per the norms with The Tribal Welfare Department, Govt. of Tripura
- Candidates can apply for multiple position, if he/she fulfills the criteria. For each position, application has to be submitted separately.
- The Department reserves the right to schedule same or different dates for conducting selection process for the advertised positions. Candidates shortlisted for multiple positions will have to select the best suitable option and accordingly participate in the selection process.
- Positions for which application have been called may not be engaged. Consultants will be engaged as per need and duration of engagement may also be changed as per requirement.
- It is the responsibility of the candidates to confirm his/her eligibility criteria against the Job description. The Department has the irrefutable right to revoke lien to employment at any stage of the recruitment process, including, post joining.
- Selection process for any of above position/posts may get delayed, prepone, postpone or cancelled at any stage without assigning any reason.
- Application should be submitted addressing to: **The Director, Tribal Welfare Department, Government of Tripura, P.N.Complex, Gurkhabasti, Agartala, Tripura West, P.O. Kunjaban, PIN-799006 (Hardcopy) or through E-mail: director.twd-tr@gov.in (in a single PDF file)**
- Last date of submission of application is **18th July, 2022**. Application received after due date will not be entertained.

2. Eligibility criteria, Job responsibilities & Remuneration:

- Detail criteria of experience/Skill, Job Description and Remuneration of the aforesaid posts are given at **Annexure-A**.
- The last date of submitting application will be the cut off date for calculating minimum length of relevant experience for respective positions.

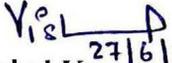
3. **Period of Contract:**
 - The consultant will be engaged on purely temporary and on contractual basis for a period of 12(twelve) months and may be extended on performance and requirement. Total duration of the aforesaid project may be 05 (five) years.
 - All applicants must take this into consideration that the contract may be of shorter period. Those applying must agree to that condition.
4. **Remuneration of the consultant:**
 - The monthly remuneration of the consultant will be as per remuneration mentioned at **Annexure-A** (negotiable). Negotiated remuneration to be fixed will remain unchanged during the term of contract.
 - There will be no annual increment/percentage increase during the initial contract period of 12 (twelve) month.
 - The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source and for this, Department will issue TDS certificate.
 - No DA (Dearness Allowance) shall be allowed during the period of contact.
5. **Age Criteria:**
 - A candidate should be less than 65 years of age on the last day date of application (Candidate should be in good physical condition and willing to travel extensively in different parts of the State).
6. **Leave Criteria:**
 - 01 day Casual Leave per month, 01 day Extra Ordinary leave per month and 10 days Medical Leave will be applicable in 12 months subject to prior sanction of leave by the Competent Authority.
 - Leave cannot be claimed as a matter of right.
7. **Code of Conduct:**
 - The consultants shall follow the rules and regulations of the Department
 - The Consultants shall not reveal to any person or organization, confidential information pertaining to the organization, its work and its policies.
8. **Confidentiality of data and documents:**
 - The data collected/produced as well as deliverable produced for the Tribal Welfare Department, Govt. of Tripura shall remain with this office/society. No one shall utilize or publish or disclose or part with, to third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment from the Tribal Welfare Department without the expressed written consent of this office. The consultants are bound to hand over the entire set of records of assignment to this Department before the expiry of the contact and before the final payment are released by this Department.
9. **Conflict of interest:**
 - The consultants engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
10. **Evaluation & Selection of Candidates for the post mentioned above**
 - The candidates will be evaluated on the following parameters
 - a. Academic Qualification
 - b. Experience in relevant Field and position
 - c. Experience in World Bank Aided project/EAP
 - d. Skill
 - Short listed candidates will be called for an interview before a committee to be constituted by Tribal Welfare Department, Govt. of Tripura .
 - Final Selection of candidate will be made in consultation with World Bank team/consultant.
 - No TA/DA will be provided to the applicant for attending the interview.
11. **Special Conditions:**
 - The consultant may have to perform outdoor duties. Those who are not able to perform outdoor duties need not to apply.

12. Scheme Review:

- Tribal Welfare Department, Govt. of Tripura reserves the right to review the guidelines/progress of project work at any time. The guidelines so reviewed will be placed in the public domain preferably through the website of the Department. However, the decision of the Department shall be final in this regard.

13. Termination of Contract:

- The contract may be terminated by either of the party with prior intimation of 30 days.
- The aforesaid engagement is purely on temporary and contractual basis. The selected candidates will be governed by the provisions or the guidelines for engagement of consultants in Tribal Welfare Department as amended from time to time.


(Dr. Vishal Kumar, IAS)
Director, Tribal Welfare
Govt. of Tripura

APPLICATION FORMAT

**To
The Director,
Directorate of Tribal Welfare,
P.N.Complex, Gurkhabasti,
Agartala, Tripura West,
P.O. Kunjaban, PIN-799006.**

Affix a Passport
size latest colour
photograph and
sign on it
(Donot staple)

Sub: Prayer for the post of _____ (Item No: _____)

1. Name of the candidate: SRI / SMT _____
(in Block Letters)
2. Father's / Husband's Name : Sri / Late _____
3. Permanent address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
5. Social Category : ST / SC / UR
6. Contact no (mandatory) : _____
7. Email ID (mandatory) : _____
8. Date of birth : DD _____ / MM _____ / YYYY _____
9. Age as on 01/06 2022 : _____ Years _____ Month _____ Days
10. Educational Qualification:

Sl No	Name of the examination (HS onwards)	Board/University	Year of passing	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
i						
ii						
iii						
iv						
v						

11. Previous experience relevant to the Post applied for: (Certificate/Certificates to be enclosed)

Sl No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
i.				
ii.				
iii.				
IV				
V				

12. Details of Present/Last Position held:

Present/Last Position held	Name of the Present/Last Company/ Organization/Dept.	Present/ Last Monthly Salary drawn

13. Monthly Salary expected by the candidate:.....

NOTE: Complete Curriculum Vitae (CV) to be submitted along with the application otherwise the application will not be considered.

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the Tribal Welfare Department, Govt. of Tripura.

Place:

Full Signature of the candidate

Date: _____/_____/2022

N.B:- Supporting documents (Self attested copies) in respect of Sl.No. 3, 5, 8, 9, 10,11 12 & 13 are required to be submitted along with complete Curriculum Vitae (CV) or resume.

Eligibility Criteria, Job Descriptions and Other Details of Consultants

1	Animal Husbandry Specialist
Eligibility Criteria	
<p>Qualification: Full time 2 years Post Graduate Degree or higher (M. Phil. / Ph.D.) in Vety. Sciences from a Government recognized university/academic institution</p>	
<p>Experience Required: Minimum 4 years of post-qualification (starting after successful completion of minimum required education qualification) work experience (in subject related to the position) in large scale project/programme for poverty eradication/livelihoods/social or rural development implemented by Government/Govt. organization .Experience should include leading/managing the assignment with professional team. Extensive experience of promoting, nurturing and working with farmer/primary institutions; policy advocacy; managing partnership; and dealing with government system would be given preference.</p>	
<p>Desirable Experience:</p>	
<ul style="list-style-type: none"> • Proven experience in working in World Bank funded or externally aided projects • Proven experience of working with Government System, thorough knowledge of its functioning, as well as experience on Market linkages or supply chain management of livestock and livestock based product • Private sector experience is desirable • Demonstrated experience in project design and management developing feasibility report, proposal development in Relevant sector. • Demonstrated experience in organizing and facilitating stakeholder / private sector consultations • Knowledge of project management software applications will be given preference. 	
<p>Skills Required</p>	
<ul style="list-style-type: none"> • Computer Skills – Excellent working knowledge in MS Office environment. • Language proficiency (Read, Write and Speak) in English , Hindi, Bengali • Good communication and interpersonal skills, and an ability to coordinate and work in team Excellent analytical, documentation and presentation skills • Strong business management and negotiating skills • Excellent report writing skills 	
<p>Other Requirements</p>	
<ul style="list-style-type: none"> • Knowledge of government system & its functioning, development policies and good understanding of Tripura's development priorities would strengthen the candidature. • Willingness to travel within and outside state as per programme requirement and decision of the Government • Very good understanding of domain specific policies and project management aspects 	
<p>Roles and Responsibilities:</p>	
<ol style="list-style-type: none"> 1. Design, management and implementation of different Animal resource Development based livelihood projects. 2. Preparation of DPR and PIP 3. Develop a community-based Animal Husbandry support services with special focus on improved livestock varieties, small ruminant support to widen the horizon of livelihood activates. 4. Scientific and modern technology dissemination towards augmentation of livestock productivity with special reference to pig, goat, dairy, poultry, and duck sector. 5. Coordinate with Supply Chain Specialist, Market Linkage Specialist, and Institution Building (FPO) Specialist on forming farmer producer institutions, undertaking post-harvest processing and value addition initiatives (wherever applicable, such as in dairy sector).and providing backward and forward marketing support to the farmers in animal husbandry sector. 6. Assist/support other team members in the formation, business planning, and capacity building of FPOs. 7. Coordinate with above team members and buyers/processors to identify and promote specific breeds for better production and product characteristics to meet the market needs and strengthen farmer livelihoods. 8. Over-all coordination and facilitation with the Concerned Govt. Depts and other stakeholders. 9. Collaboration with multiple stakeholders, managing partnership and developing effective working protocol withthem. 10. Data analysis, updating and reporting. 11. Capacity building of field staff and farmers on value addition activities of animal origin food. 12. Capacity building of staff of ARDD and livelihood cadres on forward and backward linkages of produce in general and 	

farmers.

13. Regular monitoring and supervision of implementation programme.
14. Lead the process of documenting and developing appropriate policies and procedures that will support private sector engagement in ARDD farm sector.
15. Assess the demand for services and identify service delivery gaps across the state based on demographic and epidemiological profile of the state's population;
16. Identify and map sector resources (both public and private sectors) across various parts of the state; identify possible alternatives and innovations in service delivery mechanisms to overcome problems of access to quality services .
17. Identify and develop proposals for appropriate models of engaging the private sector that are contextually appropriate to address service delivery gaps, including scope of services, scale of partnership, budgetary and financial outlays for such partnership.
18. Support the state in mapping and assessing private sector resources, develop a data base on private sector providers within and outside the state according to service categories for which they could be engaged;
19. Create awareness and disseminate programs and schemes to the population and help in designing and implementing plans for private sector NGO or other stake holders engagement in accordance with the state policy.
20. Prepare estimates on the service volume, cost (budgetary value), mutual obligations, geographical location, and identify appropriate stake holders from within the state or across the country
21. Prepare appropriate documents such as Expression of Interest (EoI), Request for Proposal (RFP), Request for Quotation (RFQ), Memorandum of understanding (MoU) and Contract agreements and liaise with procurement cell, legal cell and any transaction advisor engaged by the state to finalize such documents.
22. Present a report to the Project Director whenever required or his designated officer regarding the overall functioning of the planning system related to the project.
23. Participate in the assessment of financial sustainability and credibility of potential project partners ; facilitate in identifying relevant parameters for financial modeling and evaluation of value-for-money in projects.
24. Support the procurement officer in preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for procurement;
25. Support the committee set up to examine and evaluate bids, in close consultation with the procurement department;
26. Support the state team in undertaking negotiations with the bidders on the terms of the contract as well as on the potential issues to arise while the bidding and transaction implementing process
27. Perform other duties as assigned

Age limit:

Age should be less than 55 years(Should be in good physical condition and willing to travel extensively in different parts of the State)

Remuneration: Rs.1.00 lakh- 3.50 lakh per month (negotiable).

Fisheries Specialist

Eligibility Criteria

Qualification: Full time 2 years Master's degree in Fisheries Sciences or higher (M. Phil. / Ph.D.) from a Government recognized university/academic institution

OR

Full time 2 years MSc. Zoology with specialization in Fisheries from a Government recognized university/academic institution.

Experience Required: Minimum 4 years of post qualification (starting after successful completion of minimum required education qualification) work experience (in subject related to the position) in large scale project/programme for poverty eradication/livelihoods/social or rural development implemented by Government, or Govt. organization. Experience should include leading/managing the assignment with professional team. Extensive experience of promoting, nurturing and working with farmer/primary institutions; policy advocacy; managing partnership; and dealing with government system would be given preference.

Desirable Experience:

- Proven experience in working in World Bank funded or externally aided projects.
- Proven experience of working with Government System and thorough knowledge of its functioning.
- Experience in working with fisheries projects or any other sectorial activities as well as experience on market linkages or supply chain management.
- Demonstrated experience in project design and management developing feasibility report, proposal development in RELEVANT sector.
- Demonstrated experience in organizing and facilitating stakeholder / private sector consultations
- Knowledge of project management software applications will be given preference.

Skills Required:

- Computer Skills – Excellent working knowledge in MS Office environment.
- Language proficiency (Read, Write and Speak) in English, Hindi, Bengali
- Good communication and interpersonal skills, and an ability to coordinate and work in team Excellent analytical, documentation and presentation skills
- Strong business management and negotiating skills
- Excellent report writing skills

Other Requirements:

- Knowing Government system & its functioning, development policies and good understanding of Tripura's development priorities would strengthen the candidature.
- Willingness to travel within and outside state as per programme requirement and decision of the Government
- Very good understanding of domain specific policies and project management aspects.

Roles and Responsibilities:

1. Design, management and implementation of fisheries projects.
2. Preparation of DPR and PIP
3. Coordinate with Supply Chain Specialist, Market Linkage Specialist, and Institution Building (FPO) Specialist on forming farmer producer institutions, undertaking post-harvest / value addition (wherever applicable), and providing backward and forward marketing support to the farmers in fisheries sector.
4. Assist/support other team members in the formation, business planning, and capacity building of FPOs.
5. Capacity building. And collective marketing (input-output) through Fish Farmer's Producers' Company and village Block level Women Forum i.e. Producer's Group.
6. Coordinate with above team members and buyers/processors to identify and promote specific breeds for better production and product characteristics to meet the market needs and strengthen farmer livelihoods.
7. Develop a community-based fishery support services with special focus on improved Fish varieties, fish processing and value addition, technical support on breeding and rearing, different fish culture practices viz. cage culture etc., to widen the horizon of livelihood activates with capacity building and motivation in the field of fisheries.
8. Capacity building of field staffs and farmers on forward and backward linkage of produce.
9. Over-all coordination and facilitation with the Concerned Govt. Depts and other stakeholders.
10. Collaboration with multiple stakeholders, managing partnership and developing effective working protocol with them.
11. Undertake field demonstration and provide technical support to the farmers, and livelihood cadres on entrepreneurship.
12. To assist in the effective implementation, facilitating in credit linkage camps, monitoring and feedback analysis of different activities of the Department converging together for whole Fish Value Chain Development.
13. Data analysis, updating and reporting.

14. Lead the process of documenting and developing appropriate policies and procedures that will support private sector engagement in fisheries/farm sector.
15. Assess the demand for services and identify service delivery gaps across the state based on demographic and epidemiological profile of the state's population;
16. Identify and map sector resources (both public and private sectors) across various parts of the state; identify possible alternatives and innovations in service delivery mechanisms to overcome problems of access to quality services .
17. Identify and develop proposals for appropriate models of engaging the private sector that are contextually appropriate to address service delivery gaps, including scope of services, scale of partnership, budgetary and financial outlays for such partnership.
18. Support the state in mapping and assessing private sector resources, develop a data base on private sector providers within and outside the state according to service categories for which they could be engaged;
19. Create awareness and disseminate programs and schemes to the population and help in designing and implementing plans for private sector/NGO/ or other stake holders engagement in accordance with the state policy.
20. Prepare estimates on the service volume, cost (budgetary value), mutual obligations, geographical location, and identify appropriate stake holders from within the state or across the country
21. Prepare appropriate documents such as Expression of Interest (EoI), Request for Proposal (RFP), Request for Quotation (RFQ), Memorandum of understanding (MoU) and Contract agreements and liaise with procurement cell, legal cell and any transaction advisor engaged by the state to finalize such documents.
22. Present a report to the Project Director whenever required or his designated officer regarding the overall functioning of the planning system related to the project.
23. Participate in the assessment of financial sustainability and credibility of potential project partners ; facilitate in identifying relevant parameters for financial modeling and evaluation of value-for-money in projects.
24. Support the procurement officer in preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for procurement;
25. Support the committee set up to examine and evaluate bids, in close consultation with the procurement department;
26. Support the state team in undertaking negotiations with the bidders on the terms of the contract as well as on the potential issues to arise while the bidding and transaction implementing process
27. Perform other duties as assigned.

Age limit:

Age should be less than 55 years(Should be in good physical condition and willing to travel extensively in different parts of the State)

Remuneration: Rs.1.00 lakh- 3.50 lakh per month (negotiable).

Roads Engineer**Eligibility Criteria**

Qualification: Full time 4 years Bachelor's Degree in Engineering (Civil) or related stream.

Experience Required: Minimum 6 years of post qualification (starting after successful completion of minimum required education qualification) work experience (in subject related to the position) in large scale project/programme out of which of which at least 5 years in Rural Roads design.

Skills Required

- Procurement and contract management – Ability to prepare Terms of Reference (TOR), Request for Proposal (RFP) for rural roads DPR preparation, and Evaluation of Technical Proposal and variation orders for consultancy contracts and civil works contracts.
- Computer Skills – Excellent working knowledge in GIS and MS Office environment.
- Language Skills – Very Good writing and oral skills in English
- Good communication and interpersonal skills, and an ability to coordinate and work in team Excellent analytical, documentation and presentation skills
- Strong business management and negotiating skills
- Excellent report writing skills
- Other Skills and Knowledge – Knowing Government system & its functioning, development policies and good understanding of Tripura's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme requirement and decision of the Government.

Desirable Experience:

- S/he should have Experience in working in WB funded projects .
- S/he should have proven experience of working with Government System and thorough knowledge of its functioning. Experience of working in government programs or donor funded project in government.
- Familiarity with innovative and low-cost construction methodologies that enables reduction in carbon footprint would be desirable.

Roles and Responsibilities:

1. Review detailed engineering designs and any other design works using (a) an integrated approach that adopts smart growth principles, keeping in mind the future needs, potential impacts of such proposed investments on the surrounding land-use and communities in terms of environmental protection, economic development, poverty reduction, gender equity and social inclusion; (b) viable new technologies for enhancing efficiency of service delivery and effective coverage; and (c) adopting low-impact development and green infrastructure planning principles for any site-level master planning/design, as feasible.
2. Review all available reports and data, road Inventory and condition surveys for road, bridges, cross-drainage structures and drainage provisions;
3. Review reports from field surveys (site reconnaissance surveys, traffic surveys, topographical surveys, geotechnical and material and pavement investigations, including any hydrological and geological surveys as required, Considering the requirements for design of hill roads and necessity of slope stabilization/protection and any other engineering/ demand/ socio-economic surveys, etc.) and studies to establish a firm basis for design and DPR of project components. Undertake field visits, as required, for cross-verification of data / information.
4. Review encumbrance relocation and replacement reports that identify the utilities to be replaced, removed, rehabilitated, or upgraded and prepare a detailed implementation plan with necessary cost estimates, for project sites.
5. Review and finalize design reports with due consideration of climate change, disaster risk resilience and seismicity.
6. Review the final detailed engineering design reports including stabilization/protection works for newly cut slopes and valley side protection works etc., and any other design works and technical specifications for roads and bridges/ cross-drainage structures as per the design parameters that meet all the prescribed national standards, IRC guidelines, MoRTH/ MoRD specifications and international best practices etc.
7. Review bidding documents including verifying and checking item rate, detailed schedule of quantities and cost estimates as per approved SOR that meet all the prescribed national standards and international best practices.
8. Support the implementing entity for roads (Tripura-PWD) in the evaluation of RFPs and bids
9. Review reports and claims prepared by the Construction Supervision Consultant (CSC)
10. Review reports prepared by transport sector policy and Integrated Transport Network Development Plan consultants; institutional development consultants,
11. Review system reengineering reports, including RAMS, ePMS, etc.
12. Prepare Quarterly Progress Report for the roads component
13. Any other task as assigned by the State Project Director/ Team.

Age limit: Age should be less than 65 years(Should be in good physical condition and willing to travel extensively in different parts of the State)

Remuneration: Rs.1.00 lakh- 3.5 lakh per month (negotiable). per month (negotiable).