



सत्यमेव जयते

GOVERNMENT OF TRIPURA
DIRECTORATE OF TRIBAL WELFARE
Email ID: twdtripura@gmail.com, Phone No: 0381-232-3565

File No.16-207/TW/PME/2021-22(Part-II)/ **31936**

Dated, **25th** January, 2022.

**Engagement of Consultant for the Post of Citizen Engagement and Social Specialist 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 01(one) year in connection with Externally aided Project to be funded by World Bank for improving quality of life of tribal communities of Tripura through sustainable livelihoods and infrastructure development:

Name of Post	Number of Post
Citizen Engagement and Social Inclusion Specialist	01

- 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.
- 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 **2nd February, 2022**. Application received after due date will not be entertained.

2. Job responsibilities of Citizen Engagement and Social Inclusion Specialist:

- Design, Develop, manage, implantation of Tribal Development projects.
- Leadership & technical support.
- Data analytics
- Field Demonstration
- Resource Pooling for Assignment Effectiveness.
- For over-all coordination, liasoning and facilitation with the line Govt. Dept.
- To be involved in overall development of the project keeping in mind different stakeholders and beneficiaries.
- Collaboration with technical specialists, develop comprehensive yet flexible plan for community engagement and social inclusion for CCA Activity community-level work.
- Develop and utilize communications materials to catalyze, motivate and inform community groups and CSOs to collaborate with the CCA Activity;
- Collaboration with the Private Sector Engagement to identify opportunities for partnerships to test and amplify positive impact of investment options;
- Collaborate with Tribal development Institutions and other technical staff to identify, implement, monitor and report on Grants under Contract to relevant community organizations and NGOs;
- To seek opportunities for synergy and cross learning/training; and
- Provide significant contributions to EAP project deliverable documents including but not limited to Startup and Preliminary Work Plan, Annual Work Plan, Weekly Updates, Quarterly Reports, Annual Reports and Activity Monitoring, Evaluation and Learning Plan.
- Act as a formal channel of communication between the selected organization and the

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Directorate of Tribal Welfare, Government of Tripura.

- Any other responsibilities emerging during the implementation of the project in conjunction with the TW Department's advice.

3. Period of Contract:

The consultant will be engaged on purely temporary and on contractual basis for a period of 01(one) year and may be extended on performance and requirement.

4. Eligibility for Citizen Engagement and Social Inclusion Specialist:

- **Academic Qualification:** A candidate must have a PG Degree/Diploma in Political Science, Anthropology, Sociology, Social Work, Rural Management/ Development discipline.
- **Experience:** Minimum 6 years of relevant experience.
- **Desirable :** Candidate having experience in the North Eastern region and in world Bank aided projects/EAP.

5. Remuneration of the consultant:

- The monthly remuneration of the consultant will be an amount of Rs. 1.00 lakh. The amount of remuneration so fixed remain unchanged from the term of contract.
- There will be no annual increment/percentage increase during the initial contract period of 01 (one) year.
- 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.
- If the contract extended beyond 1 year than an annual increment of 5% may be applicable in the successive years.

6. Age Criteria:

- A candidate should not be more than 50 years of age on the last day date of application.

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. 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 express 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 of Citizen Engagement and Social Inclusion Specialist:

- The candidates will be evaluated on the following perimeters
 - i. Experience relevant in this field
 - ii. Experience in the North eastern region
 - iii. Experience in World Bank aided projects/EAP
 - iv. Experience in Rural development/ Tribal development sector
 - v. Experience in Working projects

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- 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.

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 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.

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24/1/22
(Dr. Vishal Kumar, IAS)
Director, Tribal Welfare
Govt. of Tripura

APPLICATION FORM

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

Affix a Passport
size latest
coloured
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 01/01/2022 : _____ 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: (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.				

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, 10 & 11 are required to be submitted along with complete CV.