

SOCIETY FOR TRESP
(UNDER TRIBAL WELFARE DEPARTMENT)
P.N.COMPLEX, GURKHABASTI, AGARTALA
Email ID: tresp.tripura@gmail.com, Phone No: 0381-232-3565

File No. 16-207/TW/PME(EAP)/2022-23(Part-XX)/ 69842

Dated, 31st Dec, 2022.

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

Society for TRESP, under Tribal Welfare Department, Govt. of Tripura seeks to engage following consultant on purely contractual basis for a period of 03 Years (subject to renewal every year based on performance) 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	Financial Management Specialist	01
2	HR Management Specialist	01

- The engagement will be made in the Society for TRESP (under 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 of Society for TRESP, under 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 Society 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 Society 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 in prescribed format should be submitted addressing to: **The Project Director (PD), Society for TRESP (under Tribal Welfare Department, Government of Tripura), P. N. Complex, Gurkhabasti, Agartala, Tripura West, P.O. Kunjaban, PIN-799006 (Hardcopy) or through E-mail: tresp.tripura@gmail.com (in a single PDF file) as per Annexure- A.**
- Last date of submission of application is **17th January, 2023.** 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-B.**
- 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 contractual basis for a period of 03 years (subject to renewal every year based on performance) and may be extended on performance and requirement. Total duration of the aforesaid project may be 06 (Six) 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-B**.
 - 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, the Society will issue TDS certificate.
 - TA / DA shall be allowed as per society norms.
5. **Age Criteria:**
 - A candidate should be less than 55 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:**
 - As per norms of Society for TRESP.
 - Leave cannot be claimed as a matter of right.
7. **Code of Conduct:**
 - The consultants shall follow the rules and regulations of the Society for TRESP.
 - 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 Society for TRESP under 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 Society for TRESP without the expressed written consent of this office. The consultants are bound to hand over the entire set of records of assignment to this Society before the expiry of the contact and before the final payment are released by this Society.
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 Society for TRESP.
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 Society for TRESP, Tribal Welfare Department, Govt. of Tripura .
 - 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. 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 of Society for TRESP, under Tribal Welfare Department as amended from time to time.


(L.T. Darlong, IAS)
PD, Society for TRESP
(Secretary & Director)
Tribal Welfare

APPLICATION FORMAT

To
The Project Director,
Society for TRESP,
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						

(Please add rows if required)

11. Previous experience relevant to the Post applied for: (Supportive documents/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				

(Please add rows if required)

12. Details of Present/Last Position held:

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

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 Society for TRESP, Under Tribal Welfare Department, Govt. of Tripura.

Place:

Full Signature of the candidate

Date: ____ / ____ /2023

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

Eligibility Criteria, Job Descriptions and Other Details

Specialist – Financial Management (FM), Society for TRESP

Eligibility Criteria

Minimum Qualification:

Full Time ICMA/CA (Inter), Full time MBA in Finance/ Master in CFA/ Financial Management from a recognized academic institution of national or international repute.

Experience Required:

Candidates should have 10 years of post-qualification (starting after successful completion of minimum required education qualification) work experience (in Financial Management) in large scale projects.

Desirable Experience:

- Experience of working in externally-aided Projects, its processes and financial management system.
- Proven experience of working with Government System and thorough knowledge of its functioning.

Skills Required

- Computer Skills – Excellent working knowledge in MS Office environment.
- Language Skills – Very Good writing and oral skills in both English and Hindi.
- Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations.
- 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

Remuneration:

Remuneration will be Rs.1.50 lakh per month (fixed)

Age limit:

The candidate's age should be less than 55 years (Should be in good physical condition and willing to travel extensively in different parts of the State).

Work Location:

The Specialist – Financial Management (FM) will be placed at the Project Management Unit (PMU) under Society for TRESP in the Tribal Welfare Department, Govt. of Tripura. The Specialist - FM will report to Project Director (PD)/ COO of TRESP or any other official(s) so designated by the authority.

Roles and Responsibilities:

The Specialist – Financial Management will work under the guidance and supervision of the Project Director (PD) / COO – TRESP and will work towards attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and within the constraints of time and cost. For this, S/he will have to;

1. Mentoring and guidance in effective Financial Management
2. Carry out FM assessments and FM supervision assessments of the projects covering project budgeting, internal controls, accounting, treasury/funds flow, financial reporting, and auditing arrangements including adequacy and suitability of project FM staff.
3. Monitor on-going compliance by projects with the Bank's FM policies and procedures.
4. Managing and monitoring of flow of Project funds.
5. Coordination between PMU and PIU's for proper fund flow and its timely utilization.
6. Financial reporting to the State unit and coordinating with auditors.
7. Maintaining all financial due diligence and complying with statutory requirements
8. Monitor borrower's compliance with financial covenants including audit.
9. Conduct internal control reviews and Statement of Expenditures (SOE) reviews.
10. Review periodic Interim Financial Reports (IFR).
11. Provide training, guidance, and advice on FM related aspects to the staff of project implementing agencies and Bank Task Teams.
12. Responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.
13. Create a role as a point of contact & conduit for information & networking among the stakeholders on value chain financing options, particularly for value chain players.
14. Create a role as an interlocutor between the financial sector, the project and the government with respect to financing of agriculture and food enterprises in the state.
15. Provide a commentary on policy and financial regulations,
16. Ensure that an understating of financial products and institutions in entrepreneurship is gained by project staff so that they can advise the relevant project beneficiaries accordingly, ensuring sustainability of the best practices established during project;
17. Coordinate with banks and funding agencies on how to make easy flow of fund.
18. Responsible in financial sector/ management and Accounting/Accounts.
19. Helping the project in procurement of different component.
20. Any other task as assigned by the PD/COO, Society for TRESP.

HR Management Specialist, Society for TRESP

Eligibility Criteria

Minimum Qualification:

Full Time Post Graduate Degree or Full Time Post Graduate Diploma in Human Resource Management/ MBA – HRM / MBA in Personnel Management from a recognized academic institution of national or international repute.

Minimum Experience Required:

10 years of post-qualification working experience of managing Human Resources in large scale projects.

Desirable Experience:

- Experience of working in externally-aided Projects, its processes and HR management system.
- Experience of working in Government System and thorough knowledge of its HR functioning.
- Recruitment experience in managing project-based hiring.

Skills Required

- Computer Skills – Excellent working knowledge in MS Office environment.
- Language Skills – Very good writing and oral skills in both English and Hindi.

Others:

Ready to be located anywhere in the state as per programme requirement and decision of the Society for TRESP.

Remuneration:

Remuneration will be Rs.1.50 lakh per month (fixed)

Age limit:

The candidate's age should be less than 55 years (Should be in good physical condition and willing to travel extensively in different parts of the State)

Work Location:

The Specialist – Human Resource (HR) will be placed at the Project Management Unit (PMU) under Society for TRESP in Tribal Welfare Department, Govt. of Tripura. The Specialist – Human Resource (HR) will report to the Project Director (PD)/ Chief Operating Officer (COO), Society for TRESP or any other official(s) so designated by the authority.

Roles and Responsibilities:

The Specialist – Human Resource (HR) will work under the guidance and supervision of the PD/COO, Society for TRESP and will work towards the attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and within the constraints of time and cost. For this, s/he will have to;

1. Recruitment and Selection under TRESP:

- Maintain up-to-date recruitment progress reports, talent database and all related staffing communication.
- Process all recruitment requests in an effective and timely manner.
- Work with the PD & COO to improve staff recruitment in ways to minimize future staff personnel problems and turnover.
- Manage orientation programs for staff and also present HR policies and procedures at the staff orientation; and ensure that all staff who arrive after the orientation are made aware of relevant policies and procedure.
- Work in close coordination with the Human Resource Agency (TSA) for all matters related to HR.

2. Human Resource Information System:

- Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training and awards).
- Liaise with other departmental heads (PIU's) so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements, and are updated of any new policies/ procedures.

3. Performance Management System (PMS):

- Develop and implement an effective system of staff performance evaluation, and link the results of that process to salary review, performance targets, promotion, training and, where appropriate, termination and replacement of employees.
- In conjunction with the PD & COO, assist to establish a similar process for the evaluation of staff's and other academic personnel.
- Review employee bi-annual feedback and develop/amend any policies/procedure, if deemed necessary.

4. Compensation and Benefits:

- Work with the Specialist - Finance in payroll administration by providing input with respect to attendance, overtime, increment, special payments, etc.
- Provide information to all employees regarding their entitlements.

5. Training and Development:

- Generate policies and procedures for continuous identification of training needs of the staff.
- Organize appropriate training programs for employees
- Follow up on all training activities and make suggestions for deployment to enhance utility of the human capital of Society.

6. Employee Relations:

- Handle complaints, disputes and grievances of all employees.
- Foster a conducive working environment through employee relations activities and communication.
- Conduct exit interviews with employees leaving the Society and provide feedback to their supervisors.
- Develop Society for TRESP Welfare policy.

7. Rules and Regulations:

- Review the HR Manual on a regular basis and update with any new policies and procedures as per the law of the country, and communicate to employees.
- Maintain awareness and knowledge of latest HR developments, and communicate to relevant employees.
- Ensure all the recruitment has been conducted as per State Govt. reservation policy.

8. Reporting:

- The Specialist - Human Resource will reports to the PD and COO, Society for TRESP.

9. Others:

- To work as champion for HR initiatives across the Society and drive hire to exit employee lifecycle.
- Provide HR leadership and consultation to various functional leads and line managers.
- Ensure that HR strategic plans are implemented across the Society.
- Facilitate Employee Engagement at the Project offices by addressing grievances, conducting fun & celebrations, embed values in practice, manage and support audit queries and ensure full compliance of the organization's policies and processes.
- Provide regular documentation of records, reporting of data such as hiring, attrition, and other MIS data for the Society as and when required to TWD or World Bank.
- Undertake any task as assigned by the PD/ COO, Society for TRESP.

The incumbent will take care of the following activities and be fully responsible for ensuring them;

1. Developing and nurture need based partnership with Corporate, Academic, Training Institutions and Civil Society Organization.
2. Nurturing innovation and best ideas of activities under the programme.
3. Developing a professional team for TRESP in the state and further nurturing them to deliver their best fulfilling the project objectives.
4. Create and put into action HR initiatives and strategies that are in line with the overall PDO of TRESP.
5. Improve ties between management and employees by responding to requests, grievances, or other issues.
6. Control the hiring and hiring process.
7. Support present and future Society demands through growing, involving, inspiring, and preserving human capital.
8. Create and keep track of the organization's overall HR strategies, methods, tactics, and procedures.
9. Cultivate a supportive workplace.
10. Managing and maintaining a setup that promotes optimum performance.
11. Maintain the benefits and pay schedule.
12. Analyze the training requirements for a programme and keep an eye on it.
13. Report to management and use HR indicators to assist in decision-making
14. Always maintain legal compliance while managing human resources.