

File No: 102/2/PMU/AEME/2014
Ministry of New and Renewable Energy
Project Management Unit

MNRE-UNDP/GEF Project on “Scale up of Access to Clean Energy for Rural Productive Uses”: Requirement of Rural Livelihoods Expert on Contract basis in the Project Management Unit (PMU) established in MNRE

The Ministry of New and Renewable Energy (MNRE), Govt. of India, is currently implementing a MNRE-UNDP/GEF assisted Project on “Scale up of Access to Clean Energy for Rural Productive Uses” through a Project Management Unit (PMU) established in the Ministry. The key objective of the Project is to achieve economic growth of the rural community through accelerated use of Renewable Energy Technology Packages for rural productive purposes which will simultaneously enhance ecological sustainability, leading to mitigation of greenhouse gas emissions. The project is being implemented in the 3 States - Assam, Odisha and Madhya Pradesh. The Project aims to support (i) the development and deployment of cost- effective Renewable Energy Technology Packages for Rural Livelihoods (RETPRLs); (ii) demonstration and documentation of the said packages; (iii) organization of training programs and capacity building workshops; (iv) development of scale-up plans for each livelihood sector/technology packages in identified States. Duration of the project is upto July-2020.

2. Applications are invited for engaging One “**Rural Livelihoods Expert**” as non-official Senior Consultant in the PMU on contract basis. **The last date for receipt of applications is 30 days from the date of publication of this advertisement on the MNRE website.**

3. The Terms of Reference/Nature of the Job is given at **Annexure-I**. Eligible Qualification and Terms & Conditions of the job are as follows:

i) Educational Qualification

- Professionals having Master’s Degree in Rural Management/Rural Development/Development Economics/Other Relevant Field from a recognized University or equivalent with minimum 15 years of experience in Rural Development/Rural Livelihood/MSMEs. Experience in planning and implementation of energy related livelihood projects will have additional advantage.

ii) Required Skills

- Experience in collection, compilation and analysis of data, computer skills and preparation of project reports, reviews notes etc.

- Experience in developing partnership with NGOs/ Government Departments and other Institutions working in rural areas of the selected states and good knowledge on rural livelihoods.

iii) **Period of Engagement**

- The initial term of appointment shall be for one year. This can be extended maximum upto duration of the project depending upon the performance of the candidate and requirements for the specific job in PMU.

iv) **Age Limit**

- The maximum age limit for applying for the post shall be 65 years.

v) **Fee**

- The monthly consolidated fee payable to the Rural Livelihoods Expert will be decided based on expertise, experience and skills and fixed as per Government norms.

vi) Other General Terms and Conditions of the contract are given at **Annexure-II**

vii) Interested candidates may send their CVs in the enclosed format at **Annexure-III** along with photocopies of all supporting documents in a sealed cover super scribed “**Rural Livelihoods Expert in PMU**” to the following address. Applications from the eligible candidates should reach within 30 days from the date of publication of the advertisement on the MNRE website.

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Terms of Reference for Rural Livelihoods Expert in PMU

Reporting to the Director & National Project Coordinator (NPC)/National Project Manager (NPM), the Rural Livelihoods Expert will have to perform the following key tasks/responsibilities:

- i) Coordination in the livelihoods aspects of all project activities.
- ii) Maintain an ongoing updated knowledge and interaction with the key livelihoods counterparts whose activities are relevant to project activities.
- iii) Organize the selection of consultants for carrying out the livelihoods aspects of project activities.
- iv) Coordinate livelihoods aspects of the Renewable Energy Technology Packages for Rural Livelihoods (RETPRLs), application packages development and deployment in the project including close coordination with Cluster Level Implementing Agencies (CLIAs).
- v) Closely coordinate with Renewable Energy expert while finalizing RETPRLs.
- vi) Coordinate the livelihoods aspects of the RETPRL supply and service providers involved in the project.
- vii) Coordinate the conduct of the livelihoods aspects of policy and regulatory project aspects of the project RETPRL aspects.
- viii) Coordinate the assessment, development and deployment of the livelihoods aspects of the financial and other support for project RETPRL applications.
- ix) Organize the livelihoods aspects of the development, launch and management of the project website, publications, communications and knowledge management under the project.
- x) Oversee the design, delivery and evaluation of the livelihoods aspects of awareness and training programs.

Other Terms and Conditions of the Contract

- i) The appointment of Rural Livelihoods Expert would be on Full Time Basis and he /she would not be permitted to take up any other assignment during the period of Consultancy with the PMU/MNRE. The consultant can be required to work on holidays also, if need be, for which no additional fee will be paid.
- ii) The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time by PMU/MNRE without assigning any reason.
- iii) The Rural Livelihoods Expert shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
- iv) Rural Livelihoods Expert shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leaves in a calendar year cannot be carried forward to next calendar year. PMU/MNRE would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year without prior permission.
- v) No TA/DA shall be admissible for joining the assignment or on its completion. Rural Livelihoods Expert will not be allowed foreign travel at Government expenses. However, the Expert shall be allowed TA/DA for their travel inside the country in connection with the official work as per GOI rules.
- vi) Rural Livelihoods Expert shall have access to the Ministry Library during the period of their engagement.
- vii) PMU in line with the prevailing Ministry policies/procedures may specify any other conditions/guidelines as considered appropriate during the period of engagement of the consultant.
- viii) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the personnel.
- ix) Rural Livelihoods Expert would be engaged for providing quality services for jobs related to the Project.
- x) Frequent traveling in rural areas of the selected states would be required during implementation and performance monitoring of the project.

Annexure-III

Application Format for Appointment as Rural Livelihoods Expert in the PMU/ MNRE

1. Name
2. Father's Name
3. Date of Birth
4. Domicile
5. Nationality
6. Mailing Address (With Tel./ Mob. No. and E-mail address)
7. Permanent Address
8. Educational Qualification (Starting from 10th Standard)

Recent Photograph

S. No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

9. Professional Trainings / Courses, if any
10. Employment Record

Sr. No.	Name of Employer	Period From To	Nature of Work Performed	Exact Title of Post, last Salary drawn & Reason for Leaving

11. Whether SC / ST /OBC
12. References – Write name of 2 persons not related to you and are familiar with your professional work.

Full Name & Designation :
Contact Address with Phone Nos. & Email:

(Please Provide Copies of relevant support documents)

Date:

Name & Signature