

## Terms of Reference for the post of Chief Operating Manager, RGAVP

### **About RGAVP:**

Rajasthan Gramin Ajeevika Vikas Parishad was constituted as a registered society for implementation of all livelihood related programmes in rural areas of Rajasthan. At present, RGAVP is implementing the following projects:

- RRLP is a World Bank funded Programme
- NRLM/NRLP is a Central Government funded Project
- MPoWeR project in which the funding partner is IFAD

The objective of RGAVP is to support the development of livelihood opportunities for the rural poor, specially women and marginalized groups through:

- Promotion of Community Institutions- Women Self Help Groups, Federations, Producer Organizations
- Financial Inclusion through Project Fund and Bank Linkage
- Providing Livelihood support
- Development of Skills of Rural Youth
- Convergence with other government programmes including various departments for leveraging impact.

### **Roles and Responsibilities**

**State Project Management Unit (SPMU):** Rajasthan Gramin Ajeevika Vikas Parishad would implement its activities in the state through an SPMU, at the state level, headed by a full-time State Mission Director (SMD). The Chief Operating Manager, RGAVP will work under the supervision of SMD. The COM shall be responsible for implementation of technical part of projects like IB/CB, FI and Livelihood. The role & responsibilities of Chief Operating Manager would be as under:

- Lead all activities in the state related to IB/CB, FI and Livelihood/Skills etc.
- Draft policies and implementation guidelines of the mission at the state level;
- Provide Handholding support to district and sub-district implementation/support structures;
- Ensure quality implementation of different components/thematic interventions;



- Seek out and develop partnership with relevant institutions and government agencies at state level in an effort to explore new/innovative areas of policy/research work;
- Ensure proper linkages with Government, non-Government and External Support Agencies through high level policy dialogue, regular and systematic networking, practical programme collaboration and information sharing;
- Maintain regular contact with NMMU, MoRD, GoI in order to align the state level activities with National guidelines;
- Within agreed operational and financial performance measurement frameworks, monitor all aspect of the performance in relation to agreed objectives, plans and targets, and ensure that action is taken to address any adverse variances;
- Provide regular performance reports and commentaries to the Mission Director and/or Government of Rajasthan;
- Manage convergence and partnerships with other agencies;
- Any other functions, as may be assigned from time to time by the Mission Director and/or Government of Rajasthan.

### **Terms and conditions**

- The name of Centrally Sponsored Scheme, State Plan Scheme or any project for which being engaged is World Bank/Government of India.
- The name of funding agency is World Bank/Government of India.
- The date up to which contract will exist i.e. the date of disengagement of first part is initially 1 year and extendable year to year basis based on Performance Appraisal and requirement. The contract shall not be extended beyond project period.
- The amount, at which first party has been engaged, is Rs 0.80 to 1.40 Lac\* consolidated per month inclusive of contribution of New Pension Scheme, Medical Reimbursement, Accidental Insurance Premium and Gratuity etc. TA DA and other entitlements / facilities as per RGAVP norms
- The annual increment amount will be maximum 5% of the total emoluments.
- The contractual appointee may be allowed to travel on duty in bus/rail/air as per the rules applicable in RGAVP.
- Daily allowances may be determined as per RGAVP provisions.
- The appointment can be terminated with notice of one month on either side or by depositing/paying one month's professional fees in lieu of notice.

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- The appointment shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. Appointee will not be entitled for any claim for service rendered after expiry of stipulated date of contract.
  - Ensure honest and disciplined conduct in discharge of duties, any breach thereof, which in RGAVP's discretion is prejudicial to the interest of the RGAVP, will render you liable for disciplinary action.
  - Any financial or disciplinary misconduct if proven, after an enquiry shall entitle candidate's termination with immediate effect.

*\* Subject to approval of Finance Department, Government of Rajasthan*

### **Requisite Qualifications**

- Should not be above 55 years of age
- MBA/MSW/Post Graduation/Masters in Rural Development/Rural Management/Social Science or any other discipline.
- A total of not less than 15 years experience in the field of Rural Development including minimum 2 years in Senior Management/Executive level
- Adequate knowledge of ICT
- Preference to those who have worked in Central/State/Externally Aided Development Projects/Programmes and/or Central/State Development Institutions.

**Note: Detailed information about RGAVP can be seen on the website:**

**[www.rgavp.org](http://www.rgavp.org)**