

Terms of Reference (ToR) for Mid-Level Consultant for Anti Human Trafficking - Osmanabad District

Background

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been constituted under the aegis of the National Rural Livelihoods Mission (NRLM) in Maharashtra in July 2011 with the support of the Government of India, the World Bank and the Government of Maharashtra. For effective implementation, the mission has been registered under the Societies Registration Act 1860 as an independent society under the chairpersonship of the Hon. Chief Minister of the state. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The mission envisions poverty elimination through social mobilization, institution building, financial inclusion and the creation of several models of sustainable livelihoods so that each poor family is able to secure incremental annual income. The key task under the mission is to reach out to all rural poor households of Maharashtra and stay engaged with them till they come out of poverty. The mission will bring about a paradigm shift in the approach to rural livelihoods and rural poverty eradication in that it engages directly with institutions of poor and empowers them to find lasting solutions to poverty. It sees the poor as the engines of growth rather than mere receivers of aid or being dependent on 'trickle down'. The NRLM believes that poor have the innate capabilities to overcome poverty if they are supported with sensitive, dedicated and responsive institutions at one level and by building strong and sustainable institutions of the poor themselves on the other.

The State Mission Management Unit (SMMU) has been already established and effectively functioning under the leadership of the Chief Executive Officer, Chief Operating Officer and other team members. The mission is implemented through three strategies viz intensive, semi-intensive and non-intensive. Non-intensive and semi-intensive strategy is implemented through district rural development agencies (DRDAs).

This document is the Terms of Reference (ToR) to define the scope of work for the engagement of Mid-level Individual consultant for **Anti Human Trafficking Project**

Objectives of the assignment:

- The assignee will exclusively work with District unit for the Social Inclusion - Middle Level District AHT consultant.
- Assignee will be work for 3 districts (Osamanabad, Solapur and Palghar) and 9 Blocks (Osmanabad, Tulajapur, Barshi, Songola, Akkalkot, Mada, Talasari, Jawhar and Palghar) in Maharashtra.
- The assignment will execute roll out plan of Social Inclusion unit.
- The assignee will be building capacities of staff/CRPs/Stakeholders in 3 districts for work related assignments'

Area of Work and Deliverables

I. Management Tasks for Cadre management Cell

1. H/She will be responsible for assisting in project planning (Annual budget, activities) and implementation and also for facilitating the Planning and budgeting process and other strategic exercises in the define districts.
2. H/She will be responsible for liaison and coordination with other Government/line dept. functionaries at District, Block and Cluster Level related to AHT Pilot Project.
3. All relevant planning, monitoring and execution of AHT programme /Capacity building and hand holding support has to provide to blocks as per requirements.
4. Monthly, quarterly and annual planning of AHT programme and qualitative assessment on ongoing basis.
5. H/She will be responsible for Coordination and communication with stakeholders of various departments. Organizing meetings and annual appraisal of Gender CRPs.
6. Perform other tasks assigned time to time by the higher authorities.
7. Will conduct analysis Surveys, Research as per project requirements..
8. Communicate good initiatives and gaps , observations to the concerned block and district.
9. Training IB/CB staff for CB and Gender CRPs management in the concerned districts.
10. Closely worked with NRP (National Resource person) gender for operation planning and executions.

II. Future Sustainability Planning

- 1) Facilitate AHT activities on Health, entitlement Education, Women empowerment and skills
- 2) Organize Trainings, Workshops, camps for the Staff (Block Manager, Cluster Coordinator, SHG Members, Gender CRPs

(Abhayas), Adolescent Girls / Boys Group Leader) under AHT Pilot Project.

- 3) Organize Monthly / Quarterly Review Meeting of staff and CRPs.
- 4) Organize Study / Exposure Visits of Staff & Gender CRPs
- 5) Networking, coordinating and rapport building with PRIs and other stake holders.
- 6) Directly responsible for the implementation of effective monitoring, review and evaluation of activities.

III. Documentation

1. Prepare Monthly, Quarterly, Annual Reports showing outcomes of activities as well as Documentation of Case / Success Stories & Documentation. of the project.
2. Regular reporting and briefing of the developments and outcomes of the activities.

Reporting

The consultant would report to the District Mission Manager and District Manager -IB/CB Osmanabad for operational and functional purposes. Consultant's work location and deliverables for each month would be the DMMU-Osmanabad.

Age limit

The age of the applicant should not be more than 40 years as 30th Nov 2018.

Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one month notice of one month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

Duration of the Assignment:

Consultant's services would be required for 12 months form date of signing of the agreement which may be extended as per the need of mission and performance of consultant. Decision of annual honorarium increment will be taken by CEO, MSRLM based on the performance of consultant. The consultant need to work 75% working days in field days.

Review Committee and Procedure for Review

The proposed assignment will be reviewed and monitored by a review committee on a Half Yearly/ quarterly basis at suitable place. Review committee will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chief Executive officer with following members.

Members	Designation	Representation
Chief Executive officer	Chairperson	MSRLM
Additional Director	Member	MSRLM
Deputy Director -Convergence	Member	MSRLM
State Mission Manager -IB	Member	MSRLM

Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

Essential:

1. 2 years Master's degree in Social Science, Masters in Development Studies/ Master Studies in Entrepreneur development.
2. Minimum 5 years of experience of working with Rural vulnerable communities such as SC/ST, PVTGs, (Widow, Single Headed deserted and Disabled) any of specified communities.
3. Knowledge of English and Marathi.

Desirable:

1. Hands on experience of giving training and capacitating rural communities.
2. Experience of working with Government with large projects with community.
3. Experience of working with rural Community Based Organizations.

Professional Fee

1. The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
2. A fixed full time Remuneration of Rs. 40,000/- (Rs. Forty Thousand) per month will be paid against submission of work done for the Month of which the claim of honorarium is being made.
3. Applicable TDS will be deducted while making the payment as per the statutory requirements.
4. Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
5. In addition MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the

assignment. The rates of lodging, boarding and travel will be applicable as per the TADA rates to District Manager. Charges to the field for the purpose of the assignment will be calculated from consultant's district locations. (i.e. District Mission Management office.)

Submission of Application:

- Application should be submitted in the format provided with this term of reference to **The Chief Executive Officer, Maharashtra State Rural Livelihoods Mission, 5th Floor ,CIDCO Bhavan ,Southwing , CBD, Belapur, Navi Mumbai- 400 614.**
- Application should be typed and signed on each page
- All relevant documents duly signed (e.g. education, work experience certificates etc.) should be attached with the application form.
- Duly filled and attached relevant document should reach this office latest **by 10/12/2018 up to 5 PM.**
- Applications received after due date for whatever reason shall not be accepted.
- Application along with self-attested copies of documents should be send in sealed envelope superscripted as **APPLICATION FOR MID-LEVEL INDIVIDUAL CONSULTANT-AHT**
- Incomplete applications will not be considered for further selection process.

Sd-

**Chief Executive Officer
Maharashtra State Rural Livelihoods Mission**

2. Notice period required in current Job: days

3. Educational Details (From S.S.C. onwards)

Sr. No.	College/ Institute	University / Board	Qualification	Mark %	Year of passing	Subjects/ Specialization

4. Other Courses / Additional Qualification

Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

5. Workshops & Trainings Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

9. Extra-Curricular Activities / Interests

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10. Any other information the applicant would like to mention:

(Research papers, Publications, Membership with professional organizations, International exposure etc.)

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11. Computer Skills Details:

- (1)
- (2)
- (3)

12. References:

Sr. No.	Name	Contact No. and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:

Place:

Signature of Applicant

Note: Application should be typed and signed on each page