Terms of Reference (ToR)

For

Hiring of Rural Development Specialist, Convergence Consultant, IT Expert and Support Executive (MIS) for State Project Management Unit (SPMU) under National Rurban Mission (NRuM), Panchayati Raj and Drinking Water Department.

Government of Odisha
Panchayati Raj and Drinking Water Department,
Bhubaneswar--751001
Term of Reference and Scope of Service for Hiring of Rural Development Specialist, Convergence Consultant, IT Expert and Support Executive (MIS) for State Project Management Unit (SPMU) under National Rural Mission (NRuM)

1. Background:

The Government of India have launched a new scheme namely Shyama Prasad Mukherji Rurban Mission (SPMRM) referred as National Rurban Mission (NRuM). The Mission aims at development of a rural growth cluster of villages which have hidden potentials of growth that preserve and nurture the essence of the rural community life with focus on equity and inclusiveness without compromising with the facilities perceived essentially urban in nature, thus creating a cluster of ‘Rurban villages’.

The main objective of the National Rurban Mission (NRuM) is to stimulate local economic development, enhance basic services and create well planned Rurban clusters.

Under this Mission, every Rurban cluster will be developed as a project comprising components covering training linked to economic activities, developing skills and local entrepreneurship and will provide necessary infrastructure amenities. These projects will be implemented over a fixed timeframe of three years by integrating and converging the implementation of project components. This will be followed by an operations and maintenance period of ten years.

2. Objective of Rurban Mission:

The objective of the National Rurban Mission (NRuM) is to stimulate local economic development, enhance basic services, and create well planned Rurban clusters.

The outcomes under this Mission are

(i) Bridging the rural-urban divide-viz: economic, technological and those related to facilities and services.
(ii) Stimulating local economic development with emphasis on reduction of poverty and unemployment in rural areas.
(iii) Spreading development in the region.
(iv) Attracting investment in rural areas.
Out of 300 Rurban clusters to be developed over the next five Years in the country, 40 Rurban Clusters will be developed in Odisha for overall development of their region taking in a phased manner in Tribal and Non-tribal district.

A 'Rurban cluster', would be a cluster of geographically contiguous villages with a population of about 25000 to 50000 in plain and coastal areas and a population of 5000 to 15000 in desert, hilly or tribal areas. The State Government has to identify Gram Panchayat(s) that are potential growth centers with resources available in the area and could lead to the economic transformation of the region. As far as practicable, clusters of village would follow administrative convergence units of Gram Panchayats and shall be within a single block/ tehsil for administrative convenience. These clusters would be developed by provisioning of economic activities, developing skills & local entrepreneurship and providing infrastructure amenities. There are two types of clusters as Non-tribal and Tribal.

2.1 Selection of Non-Tribal Clusters

For selection of the Non Tribal clusters and Tribal Clusters, MoRD, Government of India would provide a list of sub districts to each State, within which the clusters could be identified, based on performance parameters such as:

i. Decadal growth in Rural Population.

ii. Rise in Land Values.

iii. Decadal growth in Non- Farm Work force participation.

iv. Percentage Enrollment of girls in secondary schools.

v. Percentage Households with Bank accounts under Pradhan Mantri Jan Dhan Yojana.

vi. Performance in Swacch Bharat Mission (Grameen).

vii. Good Governance Initiatives by Gram Panchayats.

2.2 Selection of Tribal clusters.

Basing on the Schedule Tribe population, Government of India would select Tribal block within the selected 100 district with the following parameters.

i. Decadal growth in Tribal Population.

ii. Growth in Tribal Literacy rates.

iii. Decadal growth in Non-farm work force participation.
Scope of Work

Under the National Rurban Mission (NRuM), the State Government shall identify existing Centrally Sponsored, Central Sector or State Government schemes relevant for the development of the cluster and converge their implementation in an integrated and time bound manner. Fourteen components have been suggested as desirable for inclusion in the development of the Rurban cluster.

i. Skill development training linked to economic activities.
ii. Agro Processing, Agri Services, Storage and Warehousing.
iii. Fully equipped mobile health unit.
iv. Upgrading school/higher education facilities.
v. Sanitation
vi. Provision of piped water supply.
vii. Solid and liquid waste management.
viii. Village streets and drains.
ix. Street lights
x. Inter-village road connectivity.
xi. Public transport.
xii. LPG gas connections
xiii. Digital Literacy.

4. Expected Deliverables:

- Oversee all spatial planning activities-viz. delineation of planning area, formation of planning committee, preparation of Masterplan for the cluster.
- Support to STSA and DPMU/SPMU in ICAP/DPR preparation and finalization.
- Support to Training and Capacity Building – in close co-ordination with STSA and DPMU/SPMU.
- Support to DPMU/DC for all mission related/day-to-day functions at the cluster level.
- Stakeholder consultations with PRIs, CSOs and mentor organizations.
• Facilitating Gram Sabha resolutions for undertaking of National Rurban Mission (NRuM). Liaising closely with District Collector, Planning Committee and SPMU.
• Ensuring smooth convergence and achievement of all desirable components as per ICAP/DPR.
• Regular reporting of mission progress via web based monitoring system.

5. Proposed Team composition

To implement NRuM, Panchayati Raj & Drinking Water Department has been declared as State Nodal Agency (SNA).

a) Under State Nodal Agency, State Project Management Unit (SPMU) shall be framed to provide overall support to State Nodal Agency (NDA).
   i. Overall Strategic support.
   ii. Facilitate SNA in Cluster Selection process.
   iii. Operational Support
   iv. Monitoring and Reporting support.
   v. Capacity Building support.

The SPMU at state level shall be set up with following professionals as per the institutional frame work.

i. Engineering Specialist,
ii. Planning Specialist,
iii. Convergence Specialist.
iv. IT-MIS Officer
v. Support Executive (Programme Executive)

b) Similarly, at district level District Project management (DPMU) shall be set up to implement this project with three professional.

i. Regional Planning Specialist;
ii. Convergence Specialist
iii. Rural Development and Management Specialist.

Further, at the Cluster level, a **Cluster Development and Management Unit (CDMU)** will be set up for each Rurban cluster comprising at-least two professionals,

(i) Spatial planning professional and
(ii) Rural management/development professional.

This unit will closely monitor the spatial planning aspects and the ICAP preparation for the cluster and will also closely monitor the progress of the activities in the cluster and provide regular updates to the DPMU/SPMU. In the initial stage, for setting up a State Project management Unit (SPMU), two young professionals from Odisha Livelihood Mission (OLM) for technical and administrative support and one Programme Executive for MIS work as per the OGFR procurement procedure have been engaged.

6. Qualification, Experience and Age Limit:

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<th>Sl. No.</th>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Qualification, Experience and age limit</th>
<th>Job Responsibility</th>
<th>Remuneration</th>
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</thead>
</table>
| 1      | Convergence Consultant| 1           | a. Master’s degree in rural development / rural management and other social sciences courses dealing with development studies with minimum 60%.  
|        |                       |             | b. 2-3 years of experience in handling state/national programs/mission.  
|        |                       |             | c. Individual having experience of working with government as PMRDF, Young Professionals.              | a. She/he will closely monitor the ICAP/ DPR preparation for the cluster and will also closely monitor the progress of the activities in the cluster and provide regular updates to the SPMU/SNA. | Rs.50,000/-  |
|        |                       |             | d. Should be a citizen of India  
|        |                       |             | e. Proficiency in Odia, Hindi and English  
|        |                       |             | f. Able to visit district office  
|        |                       |             | b. Support to SNA/SPMU for all mission related day to-day functions.  
|        |                       |             | c. Coordination with all stakeholders to facilitate smooth implementation of the Mission. This will involve support to SNA/SPMU/ DPMU/CDMU and coordination with Ministry of Rural Development. |                                                                                                      |              |
|        |                       |             | d. Timely Preparation of necessary Document/Reports as and when required.  
|        |                       |             | e. Regular reporting of mission progress to SNA/SPMU.  
<p>|        |                       |             | f. Any other work assigned by SNA/SPMU                                                                 |                                                                                                      |              |</p>
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<tr>
<th>No.</th>
<th>Position</th>
<th>Experience/Qualification</th>
<th>Responsibility</th>
<th>Salary</th>
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</table>
| 2   | Rural Development Specialist    | a. Master’s degree in rural development/rural management and other social sciences courses dealing with development studies with minimum 60%.  
   b. 2-3 years of experience in handling state/national programs/mission.  
   or Individual having experience of working with government as PMRDF, Young Professionals.  
   c. Maximum 40 yrs of age as on 01.01.2017  
   d. Should be a citizen of India  
   e. Proficiency in Odia, Hindi and English  
   f. Able to visit district office | a. She/he will closely monitor the ICAP/DPR preparation for the cluster and will also closely monitor the progress of the activities in the cluster and provide regular updates to the SPMU/SNA.  
   b. Support to SNA/SPMU for all mission related day to day functions.  
   c. Coordination with all stakeholders to facilitate smooth implementation of the Mission. This will involve support to SNA/SPMU/DPMU/CDMU and coordination with Ministry of Rural Development.  
   d. Timely Preparation of necessary Document/Reports as and when required.  
   e. Regular reporting of mission progress to SNA/SPMU.  
   f. Any other work assigned by SNA/SPMU | Rs.50,000/- |
| 3   | IT Expert                       | a. Master’s degree in Computer Application/ B.Tech CS/ B.Tech IT or other IT related studies with minimum 60%.  
   b. 2-3 years of experience in handling state/national programs/mission.  
   c. Maximum 40 years of age as on 01.01.2017  
   d. Should be a citizen of India  
   e. Proficiency in Odia, Hindi and English | a. She/he will closely monitor the ICAP/DPR preparation for the cluster and will also closely monitor the progress of the activities in the cluster and provide regular updates to the SPMU/SNA.  
   b. Support to SNA/SPMU for preparation MIS and finalization of IT related issues.  
   c. Preparation of training module.  
   d. Submission of Weekly/Monthly Status report | Rs.50,000/- |
| 4 | Support Executive (MIS) | 1 | a. Graduate with PGDCA  
b. 2 years of experience in MIS work  
c. Maximum 45 yrs of age as on 01.01.2017  
d. Should be a citizen of India  
e. Proficiency in Odia, Hindi and English  
f. Able to visit district office | a. Compilation of data/information related to Rural clusters and preparation of documents/reports.  
b. Support to SNA/SPMU for all mission related day to-day functions.  
c. Timely Preparation of necessary Document/Reports as and when required.  
d. Regular reporting of mission progress to SNA/SPMU.  
e. Any other work assigned by SNA/SPMU | Rs.30,000/- |

7. Duration of the Contract:

The duration of the contract will be initially for a period of one year which may be extended further one year on the requirement of the project subject to satisfactory performance. The engagement may be terminated at any time without assigning any reason thereof. Prior to engagement the selected applicant shall make an agreement with the Deputy Secretary to
Govt., (NRuM), Panchayati Raj and Drinking Water Department as in Annexure- 'A'.


8. Payment Schedule:

Remuneration will be made on monthly basis. TA/DA will be provided as admissible to the contractual personnel as per the circular issued by the Finance Department from time to time.

Director, NRLM & Ex-officio Addl. Secretary
Panchayati Raj and Drinking Water Department

Memo No. PR-NRuM-SCHEME-0002-2017
Copy along with the Terms of Reference (ToR) forwarded to the e-Governance Section with a request to upload the ToR in PR&DW, Department Website www.odishapanchayat.gov.in.

Deputy Secretary to Govt.
AGREEMENT

This agreement is made on this --------day of------, 2017, BETWEEN the Governor of Odisha represented through Deputy Secretary to Government, State Project Management Unit, National Rurban Mission (NRuM), Panchayati Raj and Drinking Water Department, Odisha Secretariat, Bhubaneswar hereinafter called the “First Party”, in one part;

AND

Sri ________________, aged about _______ years, Son of ______________, of Village-____________, P.O.-________, Dist-____________, hereinafter called the “Second Party”, in the other part;

WHEREAS, the First Party required support of a __________ to deal with works under National Rurban Mission (NRuM) in Panchayati Raj and Drinking Water Department, Government of Odisha and invited application from the eligible and interested candidates from open market for engagement as __________ in the said State Project Management Unit (SPMU) purely on contract basis;

AND WHEREAS, the Second Party applied for engagement as a __________ purely on contract basis in State Project Management Unit under National Rurban Mission (NRuM), Panchayati Raj and Drinking Water Department, Odisha Secretariat, Bhubaneswar and, being selected by a Selection Committee, is offered such engagement;

AND WHEREAS, the First Party has agreed to engage the Second Party on professional contract on the terms and conditions specified hereunder and the Second Party has agreed to enter into this contract and abide by the specified terms and conditions of the agreement.

NOW, THIS AGREEMENT WITNESSES and parties hereto, hereby agree as follows:
1. The First Party hereby engage the Second Party purely on contract basis with a consolidated fee to render his services, as ________ for State Project Management Unit, National Rural Mission (NRuM), Panchayati Raj and Drinking Water Department, Odisha Secretariat, Bhubaneswar for a period of one year from the date herein above, written i.e. from ________, 2017.

2. The engagement of the Second Party has been made on a clear understanding that he has supplied correct information with his application to enable the First Party to judge his fitness for the job. Suppression of correct information or furnishing of false information in the application shall render the Second Party liable for disengagement from service in addition to other legal action to which he may be liable under law.

3. The Second Party shall report to Director, NRLM, Panchayati Raj and Drinking Water Department, Odisha Secretariat, Bhubaneswar or any other officer as designated by him in discharging his day-to-day job responsibilities.

4. The Second Party shall perform his duties as assigned to him by the First Party.

5. This engagement is purely contractual in nature and the Second Party shall not take up any other Full-time/Part-time engagement or assignments elsewhere or do any business during the period of this agreement with the First Party.

6. The Second Party shall be entitled for a consolidated monthly fees of Rs.______/-(Rupees ________) only for his services commencing from ________, 2017.

7. The monthly fees shall be paid to the Second Party by crediting the amount to his Bank Account for which the Second Party has to open an account in the scheduled Bank.

8. The Second Party shall be eligible for TA/DA in case of performing any tour as per the requirement of the project.