

ToR for Consultant - Operation

Background of the project:

Ministry of New & Renewable Energy (MNRE) is promoting solar off-grid system under which solar lighting is the main focus area by providing solar study lamps to more than 18 lakhs school going children. In Bihar state, this project will be implemented by State Rural Livelihoods Mission; BRLPS JEEViKA. In state, 63 blocks under 18 districts are identified on the criteria of high consumption of kerosene oils and high share of Schedule Castes and Schedule Tribes population. In total 18 lakhs lamps will be distributed in 2 phases i.e. 10 lakhs and 8 lakhs respectively.

Timely distribution of lamps to meet the target and developing enterprise with community members as entrepreneurs requires overall planning and resource management in the time bound manner. The operations requires to follow and implement training plans, monitoring of assembly and distribution, sales and service mechanism and identifying quality gaps and facilitate process of improvements.

Name of Position: - Consultant - Operation

Number of post – 02 (UR)

Location: - You will be posted as part of the Zonal Execution Agency (currently in Gaya and transfer to other district as per need). You may be required to tour and camp in village/ block/ district as per need.

Duration of Project: Initial project and contract period is for 1 year time. Renewal of contract would be subject to continuance / need of the project and subject to performance of the candidate. BRLPS reserve the right to terminate the position as required by the project or depending upon the performance of the candidate.

Educational Qualification:

PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration/ Economics/ Operations Management/ with minimum 3 years of post-qualification experience along with 1.5 years of relevant operation management experience OR Any Post Graduate degree (full time degree) with 5 years of post-qualification relevant experience.

Roles and Responsibility:

- Overall planning & management of resources for the time bound project in their predefined center
- Follow and implement standardized management processes & guidelines as set by BRLPS (JEEViKA) and IIT Bombay
- Appoint the training team to plan the training activities as per the guidelines and required by the project in different intervention areas.
- Monitor the Assembly & Distribution center setups and after sale service centers as per the defined guidelines

- Will be coordinating with entire team at Zonal Partner for timely completion of activities
- Identify and assist in rectifying the quality gaps and facilitate process of improvement as and when required
- Monitor & ensure compliance to all quality protocols
- All the appointed field officers shall be directly reporting to the Operations Manager

Reporting:

Consultant - Operation will be reporting and submitting the work progress to Zonal Manager under the supervision of District Project Manager of concerned District.

Payments:-

You would be given remuneration for your service in Souls Programme under BRLPS as follows:

- (A) Monthly remuneration: Your remuneration will be:
- Consolidated Pay - Rs 30,000 – Rs. 40,000
 - Communication Allowance - Rs 2000/-

Apart from the monthly honorarium he/she will be entitled for the below mentioned details:

- On official tour he/she will be entitled to Travelling Allowance which is intended to cover expenditure incurred in connection with journeys performed for the Society's work, as provided to category III staffs of BRLPS.
- Casual Leave (CL) earned @ 1 leave after completing of every month of Service. But CL lapses at the end of each calendar year and cannot be carried forward or used for encashment.
- All Leaves and tour will be approved by Reporting Officer.
- He/she shall not absent herself/himself from duty, without prior approval and intimation about absence shall be sent at the earliest. If an employee is absent without intimation to his superior officer for more than five days and s/he does not report for duties he/she shall be deemed to have vacated his post.
- For the purpose of intra district field visits he/she may use two wheelers for which cost of expenditure will be reimbursed @ Rs 3.50 per km travelled duly verified by the approved log book.

Key Deliverables

- As per Annual Plan ensuring timely completion of activities and submission of required reports.
- Monthly and quarterly plan to be prepared in terms of intuition building and capacity building for BEA and community members, cadres involved.
- Regular Monitoring of field officer and compile report to be submitted to reporting officer
- All the appointed field officers shall be directly reporting to the Operations Manager
- Monitor the Assembly & Distribution center setups and after sale service centers as per the defined protocol

- Preparation of absentee of all Consultant field officer and submission to reporting officer. And as per need bases you may be engaged on other assignment to meet the objective of the Project.