

Terms of Reference

1	Name of Consultancy position	Consultant- Project design and Liaison Officer
2	Purpose of assignment	<p>There is a need for a consultant in the rank of Assistant Project Manager to support in Coordination and facilitation as required for the new project. This would involve better and timely coordination with Ministry of DoNER & NERLP and other key departments/stakeholders associated into the second project.</p> <p>Apart from this, this would also minimize the cost and save time of the officer/s of NERLP travelling from Guwahati to Ministries, New Delhi in respect of the work related to new project.</p> <p>Responsible to facilitate discussions/meetings with Ministries, WB and other stakeholders</p> <p>Support & facilitate meeting for finalizing the concept note</p> <p>One-to-one coordination support with department as required during finalization of concept note & other matters as related to new project</p> <p>Support in organizing meetings of NERLP with Ministries, WB and other stakeholders.</p> <p>Assist Project Director and other team for preparation of new project on agri-based value chain for North East.</p> <p>Facilitate introductory and subsequent meetings, including one to one, as required, with the respective department to initiate the work of new project</p>
3	Type of appointment	Individual Consultant
4	Status of appointment	Contractual- Fixed Term Engagement till 30/09/2019
5	Qualifications / special skills or knowledge required of the Consultant	Graduation having 5 years of experience in the relevant field
6	Competencies	Ability to prepare concept note for new project , identify priority activities and assignments, Govt.Liaisoning. Should have performed similar kind of Job in Past
7	Communication	Excellent written and spoken communication skills in English
8	Team Work	ability to work collaboratively with government departments/ ministries to achieve goals
9	Other Skills	Excellent computer skills are required in the complete Microsoft Office Suite (Word, Excel, PowerPoint & Internet)
10	Duration of Consultancy contract	Upto 30TH September 2019 (Fixed Term Engagement)
11	Monthly Consultancy Fees	INR 70,000/- per month
12	Travel Involved	Occasional
13	Duty Station	New Delhi

14	Other benefits/ entitlements, if any	No. However, in the case of travel to out of duty station, S/he will be entitled for TA/DA at par with the Assistant Project Manager. The Consultant will be eligible to avail the facilities of leave/holidays as applicable for other Consultants operating from RPMU.
15	Working days/hours	Monday to Saturday from 9.30 AM to 5.30 PM (2 nd & 4 th Saturday Off)
16	Payment Term	The Consultant shall be paid the monthly Consultancy fees of the current month latest by 1 st week of the subsequent month. Necessary taxes shall be deducted as per Govt. rules.
17	Supervisor	Project Director
18	Remarks	Interested candidates are invited to send their CV and a cover letter to hr.nelps@gmail.com by _____. The consultancy assignment is expected to start immediately.