

ToR for State Consultant – *Renewable Energy and Business Partnership*

Project Name: *JEEViKA Women Initiative Renewable Energy and Solutions*

Background of the project:

BRLPS along with the support various departments and agencies is promoting solar off-grid system under which solar home lighting and solutions is the focus. In Bihar state, more than 20 lakh households have been benefitted with different solar products and services. In partnership with IIT-Bombay and EESL, BRLPS have implemented a solar lamp distribution scheme through SHG members in 5 districts and 53 blocks of Bihar. Project starts from assembly and distribution of solar lamps by rural women under SHG fold and moving on setting-up enterprises by SHG members as entrepreneurs. This project has also moved on establishment of factory/company which will deliver services such as production of solar units/ components, sales & marketing, enterprising, partnership management and customized repair & maintenance. BRLPS is about to support 3000-5000 solar shop across Bihar as alternate livelihoods option for the rural community.

Name of Position: State Consultant – Renewable Energy and Business Partnership

Number of posts: 01 (Unreserved)

Location: You will be posted as a part of solar project in State Office (SPMU) of the JEEViKA and tour to operational area making intensive field visits on regular basis. You may also be deputed in any district as per need of the project.

Duration of Project: Initial project and contract period is for 1 year. 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. Candidates in no case can claim permanency of the post or duration of the project.

Educational Qualification: Full time Post Graduate Degree or Diploma in Rural Development/ Rural Management/ Business Management/ Business Administration with minimum 7 years of post-qualification relevant work experience. Candidate having more than 4 years of post-qualification work experience in the field of rural poverty reduction projects/program, renewable energy at block, district and state level functionaries will be given preference.

Personal Attributes:

- Excellent verbal and written communication with strong presentational skills.
- Sound Technical knowledge on solar energy and environmental issue.
- Ability to work co-operatively and confidently with stakeholders and personnel from any level.
- Ability to use time effectively, able to manage competing priorities.
- Work effectively under pressure to meet tight deadlines to a high standard.
- Possess positive approach to high levels of flexibility to changing demands and shifting priorities.

Roles and Responsibilities:

- Follow and implement standardized management processes & guidelines as set by BRLPS (JEEViKA).
- Provide administrative, programmatic, and managerial oversight to all aspects of the project with a focus on program standards and quality.
- Partnership development with renewable energy based company/institution/government department/international organization to create a strong solar ecosystem in Bihar.
- Coordinate effective implementation of project activities, including workplan development and implementation to ensure that project is completed on time and within budget.
- Conducting and coordinating overall field operations related to implementation of the Solar based enterprising project.
- Creating a learning platform in forms of meeting and workshops, where project heads/ staffs and partner agencies / stakeholder share views on the topics/issues reported for requiring actions.

- Creating database and management of online and offline data reported from each working unit. Usage of data as required by seniors / state head office and on regular basis during review meetings for performance.
- Providing proper capacity building input & training to all field staff about MIS maintenance, its use for decision making at the district & block levels.
- Contributing to the documentation of reports, case studies, process documentation, learning notes, designing of IEC materials.
- Analyze data and prepare reports on regular basis on the project indicators indicating development and assisting reporting officers on presentations and reports.
- Working on other needed assignment as instructed by reporting officer or head of the unit.

Reporting: State Consultant – Renewable Energy and Business Partnership will be reporting and submitting work progress to State Project Manager – Social Development under the supervision of Project Manager – Social Development.

Payments: Consultant would be given remuneration for their service under BRLPS as follows:

- Consolidated Pay - Rs 55,000 – Rs. 65,000
- Communication Allowance - Rs 3000/-

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 and Daily Allowances which is intended to cover expenditure incurred in connection with journeys performed for the project's work, as provided to category II staff of BRLPS.
- S/he will be provided vehicle support for 15 days in a month for field visits across Bihar from SPMU or deputed district.
- 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.

Key Deliverables:

- Support in setup of 3000 SOLAR MARTS (S-MART) across Bihar
- Support in setup of Solar Company and liaison with different stakeholders and partners for setup of Solar Company for manufacturing, assembly, incubation center etc.
- Review the fund flow mechanism and financial management based on project guideline.
- Classifying areas for improvement in internal processes as well as suggest possible solutions to all stakeholders.
- Regular training, capacity building, exposures, workshops for staff working under project with coordination to technical support partners.