



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Notice Inviting

Proposal For

Selection of Human Resource (HR) Agency for Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS)

Reference No.- BRLPS/Estt-HR/1987/22/2022-23

Date: 16/10/2023

NOTICE INVITING REQUEST FOR PROPOSAL

1. Bihar Rural Livelihoods Promotion Society (BRLPS) also known as Jeevika, is an autonomous body under the Department of Rural Development, Govt. of Bihar registered under Society Registration Act, XXI- 1860, has been implementing various projects of Govt. of Bihar in collaboration with Government of India like NRLP & NRLM etc. The Bihar Rural Livelihoods Promotion Society has been nominated by the Government as nodal agency for implementing and scaling up of these livelihoods programme in all 38 districts of Bihar under National Rural Livelihoods Mission. BRLPS is in the process of scaling up its interventions. Now, BRLPS has aimed at ambitious target of covering approximately 1.5 Crore poor households under 10 Lakhs SHG. Besides, it is also implementing Deen Dayal Upadhyay Gramin Kaushal Yojana (DDU-GKY), Lohia Swach Bihar Abhiyan (LSBA) and other programmes in Bihar
2. Bihar Rural Livelihoods Promotion Society is led by its General Body, from which a more functional Executive Committee has been formed for taking all policy level decisions and advising the functionaries of the society. Representatives from the Government of Bihar, Banks, Development institutions and civil society form the Executive Committee of the Society.
3. The structural arrangement for implementing the NRLM & NRLP would be through its three-tier structural unit i.e. State Project Management Unit, District Project Coordination Unit (DPCU) and Block Project Implementation Unit (BPIU).
4. The State Project Management Unit (SPMU) is headed by the Mission Director cum Chief Executive Officer. This unit proactively works for designing policy, planning interventions and operational strategies for the program under the guidance of its Executive Committee. The State Unit is manned by well qualified and experienced professionals specialized in various themes. The District Project Coordination Unit (DPCU) is operational at District level and coordinating with various stakeholders there. This unit is also responsible to support Block Project Implementation Unit for rolling out of mission activities. The District Unit is headed by District Project Manager and supported by thematic professionals in line with State Team. The Block Project Implementation Unit (BPIU) is key implementation unit for the mission having direct interface with community. The Block Project Manager is the functional head of this unit. BPIU is also having a team of Area Coordinators, Livelihoods Specialist and Community Coordinators along with certain number of support staff. The BPIU is considered the backbone of the mission whose quality and effectiveness determines the effectiveness of the mission. Primarily this unit will work as a mirror functional unit to the Community Organization being promoted under mission. Hence, one of major functions of BPIU will be to facilitate the formation and functioning of Block Level Federation. The block unit will facilitate a graduation process of community representatives who over the years take over completely the functions of the BPIU duly supported by Community Cadres.
5. The Bihar Rural Livelihoods Promotion Society (BRLPS), Patna intends to select a Human Resource (HR) Agency for providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS).
6. Agency must qualify in the Pre-Qualification Criteria to further evaluate their technical proposal.
7. BRLPS invites technical and financial proposals along with details of information with supporting for selection of a Human Resource (HR) Agency for providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS).

8. Schedule of Events

Sl. No.	Event Description	Timelines
1	Last date & time for submission of sealed proposal (Technical + Financial)	23/11/2023 till 05:00 PM at BRLPS Office
2	Pre-Proposal Meeting	07/11/2023 at 12.00 PM at BRLPS Office, Patna
4	Time & Date of opening of Technical Proposal	23/11/2023 at 05.30 PM at BRLPS Office.
5.	Time & Date of opening of Financial Proposal	Will be communicated to the technically qualified agency through email.

Note – i) Interested agency may obtain further information about this Notice Inviting Proposal (NIT) from the office of BRLPS, Patna.

9. The Pre-qualification, technical and financial proposals must be submitted in separate sealed envelope marked as “Pre-Qualification proposal”, “Technical Proposal” and “Financial Proposal” and all the three envelopes will be kept in a single envelope marked as “Proposals (Pre-qualification + Technical + Financial) for Selection of a Human Resource (HR) Agency for providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS).
10. The agency shall submit their technical details (in the attached formats) as mentioned in the proposal document.
11. The agency shall submit the signed photocopies of all the relevant certificates, documents etc., if required to support their technical details.
12. Pre-qualification proposals will be evaluated first. Technical proposal of agency qualifying in pre-qualification will only be considered for evaluation.
13. In the event of any of the above-mentioned day being declared a holiday/closed day for the Bihar Rural Livelihoods Promotion Society (BRLPS), the proposals will be opened in the next working day at the scheduled time
14. The proposal validity period will be 120 days from the date of opening of proposals.
15. BRLPS reserves the right to accept or reject any or all proposal or cancel the entire process without assigning any reasons at any stage and time
16. For further enquiry and information, please contact during office hours 10:00 AM to 6:00 PM – Dr. Santosh, BRLPS on Email ID-proc.sp@brlps.in. All further notifications/ Corrigendum/ Addendum, if any shall be posted BRLPS Official Website at www.brlps.in/consultancy.

**Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society**

INSTRUCTIONS TO BIDDER

1.	General Instructions	
1.1		The agency should prepare and submit its offer as per instructions given in this section.
1.2		Instructions/ Guidelines for proposals for submission of bids have been mentioned below for assisting the prospective bidders to participate in the bidding.
1.3		Submission of Proposals: Proposals are to be submitted in a separate sealed envelope; Envelope-1 (pre-qualification proposal), Envelope-2 (Technical Proposal) and Envelope-3 (Financial Proposal). All the three envelopes should be sealed in a single envelope. The envelope should be superscribed as “ Proposals for Selection of a Human Resource (HR) Agency for providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS) ”.
	1.3.1	Before preparing the proposal and submitting the same to the BRLPS, the agency should read and examine all the terms & conditions, instructions etc. contained in the Proposal Documents. Failure to provide required information or to comply with the instructions incorporated in these RFP may result in rejection of proposal submitted by agency.
	1.3.2	The prices quoted shall be firm and inclusive of all the factors mentioned in this document, all applicable taxes and duties excluding Goods & Services Tax (GST) . GST will be paid by the BRLPS as per the prevailing rates/rules.
	1.3.3	The proposal shall be submitted with a forwarding letter as per Annexure on or before the last date of submission. Agencies will not be allowed to submit proposals after the stipulated date & time (closing date and time for submitting the proposal as mentioned above).
2.		Proposal Expense - The agency shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its proposal including preparation, and submission of its proposal and subsequently processing the same. Bihar Rural Livelihoods Promotion Society (BRLPS) will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.
3.		Language of the proposal - The proposal submitted by the bidder and documents relating to the proposal shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its proposal may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the proposal, the English translation shall prevail. However, if the language of any of the printed document(s) submitted by the agency is/are in “Hindi” language, then there is no need for providing an English translation of the same document, for interpretation.
4.		Amendments to Proposal Documents
	4.1	At any time prior to the deadline for submission of proposals, BRLPS may, for any reason deemed fit by it, modify the RFP Documents by issuing suitable amendment(s) to it. Such

		amendment/s will be notified on official website of BRLPS at www.brlps.in/procurement and the same shall be binding to all the agencies who intends to participate in the bidding process.
	4.3	Agency should watch for amendment, if any, issued on www.brlps.in/procurement and BRLPS will not issue separate communication to them. BRLPS shall not be responsible in any manner if prospective Bidders miss any notifications placed on www.brlps.in/procurement .
5.		Clarifications to RFP Documents
	5.1	A prospective bidder requiring any clarification regarding terms & conditions, Terms of Reference etc. given in the Proposal Documents may submit written request for clarifications to Dr. Santosh, Procurement Specialist through email ID: proc.sp@brlps.in one day before the pre-proposal meeting.
	5.2	All the prospective bidders will be notified of response to clarifications through BRLPS official website www.brlps.in/procurement .
	5.3	BRLPS shall not be responsible in any manner if a prospective bidder fails to notice any notifications with regards to the present NIT published on BRLPS official website.
6.		Preparation of Proposal
	6.1	The proposal shall be duly signed and stamped, by the authorized person duly approved by the appropriate authority in terms of 'Power of Attorney', at the appropriate places as indicated in the proposal documents and all other pages of the proposal including printed literature, if any shall be initialled by the same person(s) signing the proposal. The proposal shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialled by the person(s) signing the proposal. The entire document being part of proposal document should be page numbered with spiral binding. The Authorization Letter shall also be furnished along with the proposal, as per the form available with this document.
	6.2	A person signing (manually or digitally) the RFP form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, BRLPS may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
	6.3	Prices are to be quoted in the financial proposal format only provided with this RFP. The financial proposal submitted in any other format will be treated as non-responsive. The bidder shall quote prices in all necessary formats.
7.	7.1	Following required mandatory documents must be submitted to assess agency's technical ability and to evaluate the technical proposal. Without the following required mandatory documents, proposal will not be accepted for technical evaluation:
	a.	<u>Mandatory Submissions</u> I. Letter of Confirmation for the availability of services and proposed key experts. II. Technical document Submission Application, as per enclosed Annexure. Authorization Letter for signing of proposal in favor of signatory to proposal documents as per available Annexure. III. CVs of the proposed key staff for the assignment is to be submitted in provided formats only. IV. Self-attested copy of PAN card & GST certificate. V. Comment on Approach & methodology for the assignment as per ToR on letter head of the agency. VI. The exam software system should be developed internally by the bidder and/or bidder should own the full intellectual property for the code of the exam software. An affidavit for the same should be provided on Rs100/- non-judicial stamp paper.

8.		Proposals Submission
	8.1	Bihar Rural Livelihoods Promotion Society (BRLPS) will open the pre-qualification, technical & financial proposals at the date and time as indicated above. In case the specified date of proposal opening falls on / is subsequently declared a holiday or closed day for the BRLPS, the proposals will be opened in mode, on the next working day.
	8.2	Evaluation of the proposals will be made based on technical proposal and documents mentioned above in Mandatory Documents failing which the proposals will not be further considered for evaluation. The financial proposals of bidders whose technical documents are found to be technically responsive and who have passed in technical evaluation will only be considered for financial evaluation.
	8.3	No agency can submit proposal as a Joint Venture/Consortium. Agencies will not sublet the assignment to other agency without written approval from the BRLPS.
9.		Evaluation of Proposals: The proposals will be scrutinized by the procurement committee to determine whether they are complete and meet the essential and important requirements, conditions. The decision of the BRLPS as to whether the agency is eligible or not shall be final and binding on the bidders.
	9.1	Infirmity/Non-Conformity BRLPS may waive minor infirmity and/or non-conformity in the submitted proposals, provided it does not constitute any material deviation. The decision of the BRLPS as to whether the deviation is material or not, shall be final and binding on the bidders.
	9.2	Discrepancies in Prices
	a.	If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
	b.	If as per the judgment of the BRLPS, if there is any arithmetical discrepancy in a proposal, the same will be suitably corrected. If the bidder does not agree to the correction of arithmetical errors by the BRLPS, their proposal is liable to be ignored/rejected.
	9.3	Bidder's capability to perform the contract
	a.	BRLPS, through the above process of proposal scrutiny and evaluation will determine to its satisfaction whether the agency, whose proposals has been determined as responsive bid is qualified and capable in all respects to perform the contract satisfactorily. In such conditions, decision of the BRLPS shall be final and binding on the all the bidders.
10.		Contacting the Bihar Rural Livelihoods Promotion Society (BRLPS)
	10.1	From the time of submission of proposal to the time of awarding the contract, if a bidder needs to contact the BRLPS for any reason relating to its proposal, it should do so only in writing.
	10.2	In case a bidder attempts to influence the BRLPS, on the BRLPS decision on scrutiny, comparison & evaluation of proposals and awarding the contract, the proposal of the bidder shall be liable for rejection in addition to appropriate administrative action being taken against that bidder, as deemed fit by the BRLPS.
11.		Bid Clarification
	11.1	To facilitate evaluation of Proposals, BRLPS may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal. Notwithstanding anything contained in the RFP, the BRLPS reserves the right not to take into consideration any such clarifications sought for evaluation of the Proposal.
	11.2	At any point in time during the bidding process, if required by the BRLPS, it is the Bidders' responsibility to provide required evidence of their eligibility as per the terms of the RFP, to the satisfaction of the BRLPS. If no response is received till the designated date and time, the

			BRLPS shall evaluate the offer as per available information. The procurement committee in the BRLPS can verify the facts and figures quoted in the proposal. BRLPS reserves the right to conduct detailed due diligence of the information provided by the Bidders for qualification and price quoted in financial proposal.				
12.			Fraud and Corrupt Practices				
	12.1		The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, BRLPS may reject the proposals without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Selection Process.				
	12.2		Without prejudice to the rights of the BRLPS here-in-above, if a bidder is found by the BRLPS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, such bidder shall not be eligible to participate in any proposal or RFP issued by the BRLPS during a period of 3 (Three) years from the date such bid is found by the BRLPS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.				
	12.3		For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:				
		a.	“ Corrupt practice ” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the BRLPS who is or has been associated in any manner, directly or indirectly, with the Selection Process.				
		b.	“ Fraudulent practice ” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.				
		c.	“ Coercive practice ” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process.				
		d.	“ Undesirable practice ” means (i) establishing contact with any person connected with or employed or engaged by the BRLPS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and				
		e.	“ Restrictive practice ” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.				
13.			Selection Process				
	13.1		Proposals of all bidders which meet the basic requirements (i.e., timely submission etc.) would be taken up for their eligibility evaluation as per the information provided in the RFP.				
	13.2		<p>Pre-Qualification Criteria</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Particulars		
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			<p>1. Minimum 04 numbers of computer-based examinations satisfactorily conducted for Government Departments/ Central PSUs/ State PSUs/ State Govt./ Govt. Higher Educational Institutions/ Govt. Universities since April 2015</p> <p><i>(Attach experience certificate from clients)</i></p>																																									
			<p>2. Minimum 04 numbers of bilingual question papers set by the bidder in the examinations for the Government Departments/ Central PSUs/ State PSUs/ State Govt./ Govt. Higher Educational Institutions/ Govt. Universities since April 2015</p>																																									
			<p>Bidders should have conducted computer-based examination for minimum 5000 candidates since April 2019.</p> <p><i>(Attach experience certificate from the clients, and other supporting documents mentioning the number of candidates)</i></p>																																									
			<p>3. The bidder should have Cert-In (for Computer based Examination Software) and CMMi Level 3 certifications <i>(Proof to be submitted)</i></p>																																									
			<p>Bidder should have minimum 05 crores of Average Annual Turnover during FY 2019-20, 2020-21 and 2021-22.</p> <p><i>(Attach CA Certificate)</i></p>																																									
			<p>Technical Evaluation Criteria</p> <p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <table border="1"> <thead> <tr> <th colspan="2">Requirement</th> <th>Maximum Score/Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="5">(i)</td> <td colspan="2">Specific experience of the Consultant (as a firm) relevant to the assignment for conducting online exams:</td> </tr> <tr> <td>(a)</td> <td>01 completed assignments. 2.5 marks</td> </tr> <tr> <td>(b)</td> <td>02 completed assignment 05 marks</td> </tr> <tr> <td>(c)</td> <td>03 completed assignment 7.5 marks</td> </tr> <tr> <td>(d)</td> <td>04 completed assignment 10 marks</td> </tr> <tr> <td colspan="2">Please attach assignment completion certificates.</td> <td rowspan="3">10</td> </tr> <tr> <td rowspan="3">(ii)</td> <td colspan="2">Adequacy and quality of the proposed methodology, and work plan in response to the Terms of Reference (ToR)</td> </tr> <tr> <td>(a)</td> <td>Understanding of Terms of Reference 12 marks</td> </tr> <tr> <td>(b)</td> <td>Acceptability and detailing of Methodology and work plan 18 marks</td> </tr> <tr> <td rowspan="5">(iii)</td> <td colspan="2">Key Experts' qualifications and competence for the Assignment:</td> </tr> <tr> <td>K-1</td> <td>Team Leader – 01 No. (15 marks x 1) 15 marks</td> </tr> <tr> <td>K-2</td> <td>Co Team Leader – 01 No. (15 marks x 1) 15 marks</td> </tr> <tr> <td>K-3</td> <td>Expert Members – 03 Nos. (10 marks x 3) 30 marks</td> </tr> <tr> <td colspan="2">Please attach CVs of each of the above Key Experts in the attached format. In case of CVs are not signed by the key expert, evaluation of such CV will not be made.</td> <td rowspan="2">60</td> </tr> <tr> <td colspan="2">The number of points to be assigned to each of the above positions shall be determined considering the following three sub criteria and relevant percentage weights:</td> </tr> <tr> <td>(a)</td> <td colspan="2">General Qualification – 20%</td> </tr> </tbody> </table>	Requirement		Maximum Score/Marks	(i)	Specific experience of the Consultant (as a firm) relevant to the assignment for conducting online exams:		(a)	01 completed assignments. 2.5 marks	(b)	02 completed assignment 05 marks	(c)	03 completed assignment 7.5 marks	(d)	04 completed assignment 10 marks	Please attach assignment completion certificates.		10	(ii)	Adequacy and quality of the proposed methodology, and work plan in response to the Terms of Reference (ToR)		(a)	Understanding of Terms of Reference 12 marks	(b)	Acceptability and detailing of Methodology and work plan 18 marks	(iii)	Key Experts' qualifications and competence for the Assignment:		K-1	Team Leader – 01 No. (15 marks x 1) 15 marks	K-2	Co Team Leader – 01 No. (15 marks x 1) 15 marks	K-3	Expert Members – 03 Nos. (10 marks x 3) 30 marks	Please attach CVs of each of the above Key Experts in the attached format. In case of CVs are not signed by the key expert, evaluation of such CV will not be made.		60	The number of points to be assigned to each of the above positions shall be determined considering the following three sub criteria and relevant percentage weights:		(a)	General Qualification – 20%	
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			(b) Adequacy for the Assignment – 80%	
			Total Points	100
			The maximum Technical Score (St) required to pass is:	70
			The bidders who have scored 70 marks/points or more out of 100 marks as stated here-in-above shall be considered as technically qualified and shall be included in the shortlist for opening and evaluation of their financial proposal (Price bid). However, if the number of such technically qualified bidders is less than two, the BRLPS may in its sole discretion, qualify the bidder(s) whose technical score is less than 70 marks/points but should not be less than 60 marks.	
		b.	<p>Evaluation of Financial Proposal (Price bid)</p> <p>The selection process would be Quality and Cost Based Selection (QCBS). For this 70% marks/points will be allotted on technical evaluation and 30% marks/points will be allotted in financial evaluation. The Evaluation Committee will open the financial proposals of agencies who have qualified in technical evaluation.</p> <ol style="list-style-type: none"> 1. In the second stage, the financial evaluation will be carried out as per this Clause. 2. For financial evaluation, the quoted amount (in words) indicated in the Financial Bid only shall be considered. On financial evaluation, the technically qualified bidders will be given total score which will be determined as under: <ol style="list-style-type: none"> (a) 70% weightage will be given to the Technical Score. (b) 30% weightage will be given to the Financial Score. 3. BRLPS will determine whether the Financial Proposals are complete, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final reflecting the total cost of works/services. The conditional financial proposal will not be accepted. 	
		c.	<p>Combined and Final Evaluation</p> <ol style="list-style-type: none"> 1. Combined and Final Evaluation will be made as per the following formula- $B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$ 	

		<p>where</p> <p>C = Evaluated Bid Price</p> <p>C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids</p> <p>T = the total Technical Score awarded to the Bid</p> <p>T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids</p> <p>X = weightage for the Price as specified in the BDS</p> <p>The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid</p> <p>2. The successful bidder shall be the highest ranked bidder(whose total bid score is the highest). The second ranked bidder shall be kept in reserve and may be invited @ranked one bidder rate in case the first ranked bidder withdraws, or fails to comply with the requirements of tender conditions.</p> <p>In the event of two or more bids have the same score in final ranking, the bids with highest technical score will be H1.</p>
	d.	BRLPS reserves the right to accept in part or in full any proposal or reject any proposal(s) without assigning any reason or to cancel the selection process and reject all proposals at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
	e.	The bidder shall within 7 days of issue of the Letter of Intent (LoI), will give his acceptance.
	f.	The BRLPS reserves the right at the time of Contract award and/or during validity of contract, to increase or decrease the scope of services and payment of same will be based on the unit rate quoted by the bidder.
	g.	The BRLPS will notify the successful bidder(s) in writing by issuing a Letter of Intent (LoI), that its proposal has been accepted, briefly indicating there in the essential details like description of services and corresponding prices accepted, subject to the contract agreement to be signed between the parties " <i>floated from this NIT</i> " having the detailed terms and conditions etc.
	g.	The successful bidder must furnish to the BRLPS, the required Performance Security @ 5% of the contract value before executing the contract/ signing of the contract document, positively, failing which the award will be cancelled and bidder may be debarred/blacklisted reasonably. The contract value will be calculated by multiplying the respective quoted unit rate with the number of respective categories of manpower to be recruited as per Terms of Reference.
	i.	The contract agreement will be between the Bihar Rural Livelihoods Promotion Society (BRLPS) and the selected agency. The stamp duty and registration charges, if any, payable on the Agreement will be borne by the selected service provider/ bidder.
14.		<p>TERMS OF REFERENCE (ToR)</p> <p>As per attached Annexure-A</p>

15.			OTHER TERMS AND CONDITIONS				
	15.1		Use of contract documents and information				
		a.	The Agency shall not, without the BRLPS's prior written consent, disclose the contract or any provision thereof or any information furnished by or on behalf of the BRLPS in connection therewith, to any person other than the person(s) employed by the Agency in the performance of the contract emanating from this Proposal Document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.				
		b.	Further, the Agency shall not, without the BRLPS's prior written consent, make use of any document or information related to this assignment except for the sole purpose of performing this contract.				
		c.	Except the contract issued to the Service Provider, each other document related to the selection and contract outcomes shall remain the property of the BRLPS and, if advised by the BRLPS, all copies of all such documents shall be returned to the BRLPS on completion of the Service Provider's performance and obligations under this contract.				
	15.2		Intellectual Property Rights				
			The Agency shall, always, indemnify and keep indemnified BRLPS, free of cost, against all claims which may arise in respect of goods & services to be provided by the Agency under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the BRLPS, the BRLPS shall notify the Agency of the same and the Agency shall, at his own expenses take care of the same for settlement without any liability to the BRLPS.				
16.			Insurance				
	16.1		The Agency shall be responsible for insurance of equipment, processes, manpower to be deployed by the Agency related to this contract.				
	16.2		The BRLPS shall not be responsible for damages of any kind or for any mishap/ injury/ accident caused to any personnel/property of the agency while performing recruitment services for BRLPS. All liabilities, legal or monetary, arising in that eventuality shall be borne by firm/ agency.				
17.			Project Duration				
	17.1		The total duration of the assignment is envisaged for 3 years. After initial recruitment, recruitment process will be conducted by the agency as and when required by the project for the next 3 years. There will be monthly review by BRLPS to assess progress and quality of recruitment. Based on continued satisfactory performance and requirement of the mission, the contract could be extended further on mutually agreed terms and condition.				
	17.2		The Agency will be obliged to manage and undertake the assignment in accordance with the provisions of the Contract Agreement and terms and conditions therein, failing which the Agency will be liable for consequential action in terms of the contract and under existing law.				
18.			Payments				
	18.1	a.	The prices quoted in the financial bid shall include all applicable taxes and duties, excluding Goods & Services Tax (GST). If applicable, GST will be paid by the Bihar Rural Livelihoods Promotion Society (BRLPS), as per the prevailing rates.				
	18.2	b.	Payment will be made as per the following instalments:				
			SI	Deliverables	Timeframe	% of payment of unit value	Penalty

			1.	Publication of final shortlisting of eligible and ineligible candidates post scrutiny of grievance redressal.	Within 7 days from the closure of grievance window	10% of the unit value of the advertised positions plus GST	0.5% per week for delay on the part of agency in completion of deliverables against each phase of process/payment subject to a maximum of 10% of payment against each phase/process
			2.	Completion of CBT exam of all positions	Within 15 days from publication of exam schedule	20% of the unit value of the advertised positions plus GST	
			3.	Final Result of CBT for all positions	Within 7 days of publication of Final Answer Key	10% of the unit value of the advertised positions plus GST	
			4.	Final Result of all positions	Within 60 days of publication of Schedule of GD & PI	20% of unit value of Selected Candidates plus GST	
			5.	Verification of credential and documents pertaining to fulfillment of eligibility criteria of selected candidates	Within 90 days from publication of Final Result of all positions	20% of unit value of Selected Candidates plus GST	
			6.	90 Days retention of the joined candidates in all positions		20% of unit value of Joined Candidates plus GST	
		c.	<ol style="list-style-type: none"> 1. Applicable GST will be payable by the Society as per the government norms. 2. Payment amount for the above phases will be paid on the basis on the conclusive number of joining by dividing it proportionately, i.e., if in the earlier phases extra payment has been made for positions higher than the actual number of joining then additional payment will be adjusted accordingly. 3. The HR agency will be responsible to provide replacement for any candidate leaving within Three (03) months from the date of joining. 				
		d.	No advance payment shall be made by BRLPS.				
		d.	The Agency shall send its claim for payments along with requisite documents within 15 days of completion and acceptance of each of the above-mentioned milestones.				
	18.3		The payment will be subject to statutory deductions as per applicable laws				
19.			Performance Review Provisions				
	19.1		Selected agencies' performance would be evaluated based on:				
		a.	Adherence to the committed recruitment timelines				
		b.	Ensuring transparency in recruitment process				
20.			Signing of the contract The Agreement between BRLPS and the selected agency/ bidder will be executed after issuance of the Letter of Acceptance and its acceptance by the				

			successful agency and submission of performance security.
22.			<p>Sub Contracts Sub-letting/ Sub-contracting of the contract would not be allowed under any circumstances and contract may be terminated in case the Agency sublets or sub-contracts its liabilities/responsibilities/obligation to other. Penal action shall also be taken against the agency.</p>
23.			<p>Modification to Contract Any modification in the contract shall be made on mutual acceptance and in writing.</p>
24.			<p>Statutory Deductions at Source Statutory deductions at source shall be made at the prescribed rates from the bidder's bills under the prevailing law.</p>
25.			<p>Termination of Contract</p>
		25.1	Any agency found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or contract agreement, shall be liable for punitive action amounting to blacklisting of the bidder, including the forfeiture of Performance Security and cancellation of contract.
		25.2	The BRLPS, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the Agency, terminate the contract in whole or in part without any payment thereof, if the Agency fails to perform services as specified in the present contract read with the terms of the contract agreement or any other contractual obligations within the time period specified in the contract or for any breach of the contract, the performance security may be forfeited and other suitable action may also be taken against the agency.
		25.3	Unless otherwise instructed by the BRLPS, the Agency shall continue to perform the contract to the extent not terminated.
		25.4	<p>Termination for Insolvency If the Agency becomes bankrupt or otherwise insolvent, it will inform to the BRLPS with the 30 days' written notice to terminate the contract. The BRLPS reserves the right to terminate, without any compensation, whatsoever, to the Agency.</p>
		25.5	<p>Termination by Mutual Consent In the event, the BRLPS and the Agency mutually agrees to terminate the contract, either party shall give 30 days' written notice to the other party and after the consent of both party's agreement may be terminated without any Legal or Financial Obligation on any Party to the contract.</p>
26.			<p>Force Majeure</p>
	26.1		Notwithstanding the provisions contained in Clauses above, the Agency shall not be liable for imposition of any such sanction so long the delay and/or failure of the Agency in fulfilling its obligations under the contract is the result of an event of Force Majeure.
	26.2		For purposes of this clause, Force Majeure means an event beyond the control of the Agency and not involving the Agency's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include and will not be limited to wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
	26.3		If a Force Majeure situation arises, the Agency shall promptly notify the BRLPS in writing of such conditions and the cause thereof within seven days of occurrence of such event. Unless otherwise directed by the BRLPS in writing, the Agency shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

	26.4		In case due to a Force Majeure event, if the BRLPS is unable to fulfil its contractual commitment and responsibility, the BRLPS will notify the Agency accordingly and subsequent actions taken on similar lines described in above sub-paragraphs
27.			Notices Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by e-mail or facsimile or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
28.			Resolution of disputes
	28.1		Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
	28.2		If the dispute between the parties is not resolved amicably, the Arbitration process will be followed as per Arbitration & Conciliation Act, 1996. The Arbitration process shall be held in Patna and the language of arbitration will be English.
	28.2		If any of the party is not satisfied with the outcome of Arbitration, the courts in Patna, Bihar shall have the sole jurisdiction.
29.			Applicable Law The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
30.			Other Terms & Conditions The Agency shall maintain confidentiality of all the data collected during the recruitment process, and shall make adequate arrangements for security on their own cost.
			Chief Executive Officer cum Mission Director, BRLPS

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

(On Letter Head of the Agency)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. _____ R/o _____ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, _____ for “**Selection of Human Resource (HR) Agency for Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS)**” (the “**Project**”), including signing and submission of all documents and providing information / responses to the Bihar Rural Livelihoods Promotion Society (BRLPS), representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the.....day of 2023.

For
(Name, Designation and address)

Accepted
..... (Signature)
(Name , title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/ agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA)

PARTICULARS OF THE BIDDER'S ORGANISATION

(To be submitted by all agencies / bidders)

1. Name :
2. Registered Address
3. Phone/Fax/Mail id
4. Company Registration Details :
5. Address of the office of Services Provider in the State, if any:
6. Details of key employees:

Year	Client Name & Project Overview¹	Project Duration & activities²	No. of recruitment-based examinations conducted, and no. of candidates participated in each test¹	No. of vacancies successfully recruited	Contact Point (Name and Contact number)	Page No

¹Recruitments for PSUs/ Departments of State/ Central Government

²Page Number of Reference Documents supporting the declared experience (i.e. Experience certificate). Any project declarations without supporting documents would not be considered for evaluation purpose.

7. Registration. Nos.
 - (a) EPF, if any
 - (b) ESI, if any
 - (c) GST
 - (d) PAN No.

8. Brief write-up about the firm / company. (use extra sheet if necessary)

Signature of Bidders

Date:

Place:

Name

Office Seal

FORWARDING LETTER FOR PROPOSAL

(To be submitted by all agencies / bidders in their letter head)

Date:.....

To
,
The Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society,
Bihar

Sub: Proposal for Selection of Human Resource (HR) Agency for Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS)

Sir,

We are submitting, herewith our proposal for Selection of Human Resource (HR) Agency for Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS as per the terms defined in the proposal document.

We agree to accept all the terms and condition stipulated in your proposal document.

Enclosures:

- 1.
- 2.
- 3.

Signature of the Bidder/agency.....

Seal of the Bidder/agency

**TECHNICAL PROPOSAL SUBMISSION FORM
TECH -1**

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope".*

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and.
- b. Our Proposal shall be valid and remain binding upon us for the period specified in the RFP.
- c. We have no conflict of interest.
- d. We meet the eligibility requirements, and we confirm our understanding of our obligation to abide by the Client's policy regarding this assignment.
- e. We, along with our service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by any Government department/organization;
- f. We undertake to follow Reservation Policy of Government of Bihar in the recruitment process.
- g. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- h. We undertake to negotiate a Contract based on the proposed Key Experts & Non-Key Experts. We accept that the substitution of Key without written consent of the client may lead to the termination of Contract negotiations.
- i. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date as agreed with the client.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature **{In full and initials}**: _____

Name and Title of Signatory: _____

Name of Consultant (company's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

TECH-2

TEAM COMPOSITION

N°	Name	Expert's input (in person/month) per each Deliverable										Total time-input (in Months)		
		Position		D-1	D-2	D-3	D-...				Home	Field	Total
KEY EXPERTS														
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]											
			[Field]											
K-2														
K-3														
.....														
n														
										Subtotal				
NON-KEY EXPERTS														
N-1														
N-2														
n														
										Subtotal				
										Total				

TECH-3

**CURRICULUM VITAE (CV) FOR THE REQUIRED KEY STAFF AS PER
TERMS OF REFERENCE**

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/ Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact in for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in Scope of Work/ToR in which the Expert will be involved)	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand

that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{ day/month/year }

Name of Expert

Signature

Date

{ day/month/year }

Name of authorized
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date

Annexure-A **Bihar Rural Livelihoods Promotion Society**

Terms of Reference **For Hiring of Human Resource Agency (HRA) for BRLPS, JEEViKA**

Introduction

Bihar Rural Livelihoods Promotion Society (BRLPS) also known as Jeevika, an autonomous body under the Department of Rural Development, Govt. of Bihar registered under Society Registration Act, XXI- 1860, has been implementing various projects of Govt. of Bihar in collaboration with Government of India like NRETP, NRLM etc. Besides, it is also implementing Deen Dayal Upadhyay Gramin Kaushal Yojana (DDU-GKY), Lohia Swachh Bihar Abhiyan (LSBA) and other programmes in Bihar. Now, BRLPS has aimed at ambitious target of covering approximately 1.5 Crore poor households under 11 Lakhs SHG.

Bihar Rural Livelihoods Promotion Society is led by its General Body, from which a more functional Executive Committee has been formed for taking all policy level decisions and advising the functionaries of the society. Representatives from the Government of Bihar, Banks, Development institutions and civil society form the Executive Committee of the Society.

The structural arrangement for implementing the projects of the BRLPS would be through its three tier structural unit i.e. State Project Management Unit (SPMU), District Project Coordination Unit (DPCU) and Block Project Implementation Unit (BPIU).

The State Project Management Unit (SPMU) is headed by the Mission Director cum Chief Executive Officer. This unit proactively works for designing policy, planning interventions and operational strategies for the program under the guidance of its Executive Committee. The State Unit is manned by well qualified and experienced professionals specialized in various themes. The District Project Coordination Unit (DPCU) is operational at District level and coordinating with various stakeholders there. This unit is also responsible to support Block Project Implementation Unit for rolling out of projects activities. The District Unit is headed by District Project Manager and supported by thematic professionals in line with State Team. The Block Project Implementation Unit (BPIU) is key implementation unit for the projects having direct interface with community. The Block Project Manager is the functional head of this unit. BPIU is also having a team of Area Coordinators, Livelihoods Specialist and Community Coordinators along with certain number of support staff. The BPIU is considered the backbone of the projects whose quality and effectiveness determines the effectiveness of the projects. Primarily this unit will work as a mirror functional unit to the Community Organization being promoted under projects. Hence, one of major functions of BPIU will be to facilitate the formation and functioning of Cluster Level Federation.

Task ahead and need for hiring a Human Resource Agency

As BRLPS is implementing its project interventions in all 534 blocks of 38 districts in Bihar therefore, it has become necessary to hire a suitable HR Agency for conducting the recruitment of requisite staff for BRLPS.

HR agency is expected to help BRLPS in:

- Designing appropriate recruitment and selection process.
- Maintenance of job portal, data base and grievances
- Development of Application Form
- Preparation of Question Bank
- Developing and facilitating a comprehensive media plan to reach out large pool of job seekers following all due diligence of staff recruitment.
- Conducting Online Written Test

- Conducting centralized recruitment process but decentralized in the case of Internship Recruitment Process of CC & AC.
- Conducting GD/PPT/PI/Tally Test/ Typing Test, etc.
- Verification of documents/credentials
- Preparing of final result accordance with the reservation policy of Bihar
- Ensuring placement in adequate number of recruited individuals.
- Facilitating BRLPS to develop its capacity for undertaking recruitment of its own.

Objectives of the Assignment

The objectives of the present ToR is put up as follows:

Successfully conducting recruitment of adequate number of Human Resources (as stated under section “scope of work”) on time as agreed upon by BRLPS.

1. There exists many important learning out of previously conducted recruitment events in BRLPS. These learning provide important insights for both BRLPS and HR agency to design their strategies. The HR agency is expected to keep these learning into consideration while designing and executing the recruitment tasks. These are: Fair and transparent conduct of entire recruitment process as it strongly determines trust among outsiders and builds image of both the parties. The mutual understanding between BRLPS and HR agency in each steps of recruitment brings strong sense of accountability as well as ownership over entire recruitment process.
2. Quality of candidate is a NON-NEGOTIABLE for each of the positions to be recruited. BRLPS strongly recommends selection should not compromise at any stage and follow uniform standard degree of selection across the recruitment process.
3. Mode of written test for the recruitment process will be online Computer Based.
4. The recruitment of field cadre is a very crucial consideration, especially when conducted through decentralized process. The HR agency should have good understanding about expectations what a candidate has and the conditions (both related to infrastructure and administration) prevails in remote places of the state. The information communication plays great role in conducting recruitment on time. The use of media, particularly the print media, is very important in this regard.
5. Excellent understanding of the Reservation Policy of Government of Bihar.

Scope of Work

BRLPS will engage a HR Agency to undertake the requisite recruitment in the state. This assignment will be for **3 years**, effective from its inception date which may further be extended with mutually agreed period subject to the client’s requirement and satisfactory performance of the agency. Any change in the period of assignment will only be made after mutual review/consent by both the parties.

The BRLPS has exclusive recruitment policy describing standards and guidelines for recruitment and selection of staff. The HRA will adhere to these standards and guidelines and accordingly design the entire assignment processes. It is expected that HRA will make best efforts to recruit individuals with right aptitude and attitude, result orientation, value system and suitable skills.

The recruitment will be done largely from open market through advertisement in which written test will be conducted through Online Computer Based method. If agreed by the Society and scope provided under the policy, the recruitment could also be done through Deputation from Government/Academic Institutions/ Public Sector Banks/NGOs etc.

All governance, monitoring and reporting aspect of this assignment will be controlled by the CEO-BRLPS. The

HRA will need approval for its activity plan from the CEO on quarterly basis. BRLPS will be in supervisory role for all recruitment and selection events conducted by the HRA. The Society may also involve its HR representative at any stage of recruitment and selection process undertaken by the HRA.

The recruitment agency will have to comply with the reservation policy wherever applied in recruitment process according to the HR policy of BRLPS.

The HR agency is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The HRA will ensure selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the HRA will make all possible efforts till the suitable candidate is identified.

The HRA will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information as prescribed by client on website.

The HRA should have sufficient experience of conducting ONLINE Computer Based examination and have adequate infrastructure for conducting it transparently. Any breach of security and its consequent legal and financial aspects, if any, will be the sole responsibility of the HRA. The entire standard features inherent computer-based testing to be ensured so that the test integrity is maintained.

Any error in the selection process will be the sole responsibility of the HRA.

The HR agency will be responsible to provide the replacement for any candidate leaving within 3 month from the date of joining. The replacement may be made either from the waitlisted pool or through conducting another round of selection process. In such cases, the process of recruitment and selection will be the same as followed earlier.

Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the HR agency and BRLPS.

Village Internship would be an integral part of selection process for the positions of Area Coordinators and Community Coordinator. The recruitment agency will conduct intensive village immersion of candidates for the position of Area Coordinators for 2 days including one night stay.

BRLPS has been experimenting innovative selection process for primary staff (largely Community Coordinator) which includes field testing of shortlisted candidates for 45 days. The HRA is expected to come out with implementation design of it, play supervisory role during the entire selection process, evaluate the candidates placed in field and prepare the final result. The cost of stipend for internship selection of CC will be borne by BRLPS.

HRA may identify and encourage suitable candidates working in government departments, undertakings, financial institutions, banks, development organizations and other suitable agencies to apply and participate in selection process (to work on deputation). Students from reputed professional institutions may also be encouraged either to participate in selection process or HRA may participate in campus selection in accordance with BRLPS policy and management decisions.

The information management in each step of recruitment (particularly in state specific condition) needs CLEAR, EFFECTIVE and ON TIME release of various advertisements, both in English and Hindi. Considering the number of positions to be recruited, managing advertisement would also be considered as one of a major work for the HR agency. HR agency in consultation with BRLPS will design and develop advertisement. BRLPS will float the advertisement as and when required on its actual cost.

The recruitment agency has to follow a structured system of receiving application (through electronic media), scrutinizing them on set criteria, recording reasons of rejection of applications and announcing shortlist and not shortlist with necessary information on website of the BRLPS. Whenever required, the necessary information about scrutiny of application will be provided to BRLPS. Agency shall also establish Support Help Desk (Providing phone numbers and Email ID) for support of candidates in the recruitment process and keeps it record.

The HR agency should have robust system of managing applicants' database covering all stages of recruitment and selection as well as prompt response system in respect of recruitment related authentic information to candidates.

The HR agency should orient HR staff of BRLPS in the recruitment processes and methodology adopted by the agency to provide support as and when required.

Key Task and Responsibility

During the assignment period, HR agency will closely work with BRLPS and perform key tasks and responsibilities as explained below.

Designing Selection Process and finalizing recruitment action plan

The HR agency will be responsible for designing recruitment and selection process for different levels of staffs and get it approved by BRLPS before actual recruitment starts.

Categorization of Staff for Bidding Purpose:

Sl.	Name of the Posts	Category
1	Chief Operating Officer, Administrative Officer, Program Coordinator, Director, State Project Manager, Project Manager, State Finance Manager, Assistant Finance Manager, State Consultant/Consultant-LSBA, District Project Manager, District Coordinator or Similar Positions	A
2	Thematic Manager, Manager IBCB, Finance Manager, Block Project Manager, Block Coordinator, Training Officer, Livelihoods Specialist or Similar positions	B
3	Project Associate, IT Associate. Accountant-LSBA or Similar position	C1
	Accountant (SPMU/BPIU)	C2
	Office Assistant (SPMU/BPIU)	C3
4	Area Coordinator from 2 days Internship	D
5	Community Coordinator from 45 days Internship	E

Category wise/Position wise selection process is envisaged as under:

Sl.	Category of Post/Post	Selection Methodology
1.	Category A	CBT/CV based shortlisting, PPT Presentation/GD and PI
2.	Category B	CBT, GD and PI
3.	Category C1 except Account and Office Assistant	CBT, GD and PI
4.	Category C2 Account (SPMU/BPIU) only	CBT, Tally Test and PI
5.	Category C3 Office Assistant (SPMU/BPIU) only	CBT, Typing Test (Hindi/English) and PI
6.	Category D	CBT and 2 days Village Internship Evaluation Process
7.	Category E	CBT and 45 days Village Internship Evaluation Process

After each event of recruitment, a joint review will be conducted. Based on it, necessary amendments (if required) will be incorporated in selection process for next round of recruitment. Vacancies may vary before initiating or within process of recruitment. Details of number of staff to be recruited currently are as under: -

Sl.	Position	Total Vacancy
State Project Management Unit Positions		
1	Administrative Officer	1
2	Chief Operating Officer - DDUGKY	1

3	Director (MIS & IT)	1
4	Programme Coordinator- M&E	1
5	Programme Coordinator- Livelihoods & Enterprise Promotion	1
6	Programme Coordinator- Institution & Social Development	1
7	State Project Manager – Communication (SPM- Com.)	1
8	State Project Manager - Monitoring & Evaluation	1
9	State Project Manager – Farm Value Chain (SPM – FVC)	1
10	State Project Manager – Social Development (SPM – SD)	1
11	State Project Manager- Livelihoods (Farm)	1
12	State Finance Manager (SFM)	3
13	Finance Officer (FO)	1
14	Procurement Officer	1
15	Project Manager - Non - Farm	1
Sl.	Position	Total Vacancy
16	Project Manager – MIS (PM – MIS)	1
17	Project Manager – Database Management (PM – DM)	1
18	Project Manager – Social Development (PM – SD)	1
19	Project Manager- NRO-External Support	1
20	Project Manager- Fisheries	1
21	Project Manager- System- Admin	1
22	Data Visualization Analyst	1
23	Programmer	3
24	App Developer	2
25	Project Associate- Resource Support	1
26	Project Associate	4
27	Accountant (State Level)	1
28	Office Assistant	5
29	Program Manager- FNHW	1
30	Program Manager-IEC- FNHW	1
31	Program Manager- CB & Quality Assurance	1
32	Steno-cum-PA	3
33	Store Keeper	1
District Project Coordination Unit Positions		
34	District Project Manager	8
35	Finance Manager	6
36	Manager- Livelihoods (Farm)	17
37	Manager- Livestock	29
38	Manager- Micro Finance	7
39	Manager-Communication	6
40	Manager-Community Finance	5
41	Manager-Health & Nutrition	5
42	Manager-HR & Admin	8
43	Manager-IB & CB	5
44	Manager-Jobs	3
45	Manager-M&E	9
46	Manager-NF & ME	12
47	Manager-SD	11

48	Procurement Manager	5
49	CE-WFPC	2
50	Training Officer	13
Block Project Implementation Unit Positions		
51	Block Project Manager	57
52	Livelihoods Specialist	337
53	Accountant (DPCU/BPIU)	146
54	Area Coordinator	651
55	Office Assistant (DPCU/BPIU)	153
56	Community Coordinator	957
(A) Total		2499
Positions Under Lohiya Swachh Bihar Abhiyan (LSBA)		
Sl. No.	Position	Total Vacancy
1	State Finance Manager	1
2	State Consultant-MLE & MIS	1
3	Accountant	1
4	Consultant-SLWM (ODF-S Cell)	1
5	Consultant-IEC/CB (ODF-S Cell)	1
6	Consultant-Technical Sanitation (ODF-S Cell)	1
7	District Coordinator	4
8	District Consultant-CB & IEC	15
9	District Consultant-MLE & MIS	20
10	District Consultant-SLWM	18
11	Block Coordinator	79
(B) Total		142
Grand Total (A + B)		2641

Eligibility criteria in terms of qualifications and experiences for each position is attached as Annexure-I.

In case, candidates do not turn up for joining after selection, it will not be considered as completed task on behalf of the HR agency. The payment schedule of the assignment would necessarily be linked with the output of final joining of staff on time.

Competency Requirement of HR agency

Examination Software Requirements

The examination software used by the bidder to conduct the examination should have the following features –

1. The exam should be conducted on LAN with local servers at each center.
2. The exam client should be able to run without internet connectivity.
3. The data should be downloaded in the local servers only 1 hour before the exam.
4. The data of each exam should sync at the central servers after completion of exam every day.
5. Raw results should be provided within 2 hours after end of exam for that day.
6. Software should capture click by click the audit trail of candidate activity. This audit trail shall be provided to answer any RTI query if required.
7. Real time live dashboard should be available to track the progress of examination at each center.
8. In case of any technical issue with candidate machine, the exam should restart on a different machine without any loss of data.
9. All questions, options and response of the candidate should be stored in encrypted format (even if save is not clicked by the candidate).

10. A separate question authoring tool shall be provided to create the question paper in secured encrypted format. The authoring tool should be on standalone machine without any internet connectivity. Questions paper shall be uploaded in the central server of the agency only 2 hours before commencement of the exam.
11. The exam client should block access to remote desktop tools on candidate machine.
12. Login with one credential from multiple machines simultaneously should be blocked.
13. The exam software system should be developed internally by the bidder and/or bidder should own the full intellectual property for the code of the exam software. An affidavit for the same should be provided on Rs100/- non-judicial stamp paper.

Essential Technical Pre-requisite

1. The bidder should be a company/ firm registered in India. The registered bidder should be operating in India with an objective of offering relevant Computer Based Examination Services that are the subject matter of this tender.
2. The bidder should participate as a single entity, no consortium or group companies will be allowed.
3. The bidder shall be single point of contact with BRLPS and shall be solely responsible for the execution and delivery of the work. The Bidder will provide examination delivery software.
4. The bidder shall be based at/or have a representative in Patna on dates of examination.
5. The bidder must be able to conduct computer-based examination in multidisciplinary / multiple subjects / multi-lingual as well.
6. The contract shall be on “turn key basis” and the bidder should have all relevant facilities and logistics available to execute the work.
7. The bidder must show and submit suitable emergency management plan during any crisis situations/ redundancy of servers, switches, nodes additional Centre locations, students’ data.

Basic Eligibility Criteria of the HRA:

1. The Bidder should have are glistered entity (Sole Proprietor, Partnership, Pvt. Ltd. company/ firm, Limited Co./ PSU or any other registered body. The bidder should submit valid certificates of registration with these authorities.
2. The bidder must have successfully executed as least 5 similar projects (conduct of CBT) on all India basis with the capability of 5000 or more candidates appearing in a single day for any Central or State Government Department or PSU Organization. The documentary evidence in the form of work order/contract and performance report must be enclosed on the client’s letter head. (Bidder’s past achievement in this regard shall be considered for technical evaluation)
3. The Bidder shall be able to demonstrate the system/software to be used for conducting the online mock test in at least two languages and share link for the same.
4. **The exam software system should be developed internally (in-house) by the bidder and/or bidder should own the full intellectual property for the code. An affidavit for the same should be provided on Rs.100/- non- judicial stamp paper.**
5. The Question Paper authoring software should support creation of question paper with multiple choice questions with multi-lingual support. All questions and their options should be stored in encrypted format and only users authorized/ having the right key should be able to view/modify the questions.
- 6.

Requisite for the Vendor	Certification Details	ISO9001
	ISO9001	ISO 27001
	ISO 27001	CMMiLevel3
	CMMi Certification	CmmiLevel5
	Cert-In/STQC certification for security	Cert-In/STQC security certificate
Requisite for the Data Centre used by the Vendor	Primary Data Center (DC) with Secondary DC site to be managed by the bidder/group of companies for data Security	Tier III DC infrastructure with Secondary DC outsourced by the bidder/ group of Companies
		Tier III DC infrastructure with Secondary DC owned by the bidder/ group of Companies
		Tier III DC infrastructure with Secondary DC owned by the bidder/ group of companies with Cert-in Certified infrastructure

Presentation and Demonstration of the software as per the essential technical pre-requisites.

Requisite Manpower from the HRA

The HR agency will put in place a full-time high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment experts; interview specialist and sufficient number of administrative assistants. It is desirable that key members, including the specialists proposed for the assignment are full time staff of the Agency. The core team of key professionals must include a Team Leader, a Co Team Leader, and three Expert members having minimum PG degree qualifications with relevant experience as stated below. The Team should be supported by 2 technical staff with IT competence to manage recruitment related database/information & documentation and 2 staff to manage general administrative work at different stages of recruitment. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by HR agency, will have the profile of the best in the business. The expected individual profile of key professionals and team members to be engaged for the assigned is as follows:

The Team leader should have a minimum of 15 years' experience in planning, designing strategy & framework along with developing, directing and managing similar assignment/large scale recruitment in development sector with a Post Graduate Degree in Management.

The Co-Team leader should have a minimum of 10 years' experience in coordinating, execution and managing similar assignment/large scale recruitment with a Post Graduate Degree in Management.

The expert team member-1 and member-2 should have a minimum of 7 years of experience in recruitment and selection methodology with a post graduate in psychology/ Management.

The expert team member-3 should have a minimum of 7 years of experience in the recruitment in development sector (having expertise to capture pro poor attitude/behavior of candidates) with a post graduate degree in Management/MSW/Rural Management.

Eligibility Criteria of Support Staff

1	Support Staff-1 (Web Support)	Qualification: Minimum MCA or B.Tech in Computer Science Experience: Minimum 3 Years in the similar assignment
2	Support Staff-2 (Data Support/ Assistant)	Qualification: Minimum BCA or Graduate with 1 year Diploma in Computer Application Experience: Minimum 1 Year in the similar assignment
3	Support Staff- (Recruitment)-2	Qualification: Minimum Graduate Experience: Fresher

The key tasks, deliverables and time frame of the assignment

The key tasks, output and time line will be as follows:

Inception report will be submitted with detailed work plan for entire recruitment, approach to the assignment and proposed selection methodology for the given positions. The work plan will include the final out put chart with exact timeline. After approval of BRLPS, this work plan will be treated for all review and payment against the tasks.

The selection methodology and its execution along with work plan for entire recruitment will be prepared, discussed and finalized in consultation with State Project Manager- HRD of BRLPS and approval of CEO, BRLPS only.

An exclusive office is set up by the HRA at BRLPS headquarter and manned with committed Human Resources. System (both manual and web based) is in place with approval of BRLPS for inviting application management and final result submission. The HR agency will prepare and submit status report on progress/completion of processes, tasks etc. against work plan quarterly/half yearly/annually to BRLPS for review and incorporating necessary changes in the light of learning for improving the recruitment.

Advertisement release and database management

The HR agency will design the advertisement for vacancies in consultation of Human Resource Department of BRLPS and approval of CEO, BRLPS and will notify the same in leading daily newspaper (in Hindi, and English). The advertisement will further be notified on reputed web-portal visited by job seekers in

development sector. The vacancy will also be notified through other media sources and among relevant alumni networks. The cost of notification of advertisement will be borne by BRLPS.

Outputs

Advertisement is designed for each round of recruitment and notified in newspapers, web-portals and also among relevant alumni networks. The bills of advertisement raised and payment reimbursed.

Database is developed of all applications received in response to advertisement released.

Records maintained of scrutinized applications against the eligibility criteria and short list created of all candidates qualified to attend selection process. The same is also published on website.

Position wise database to be created for all applications not being shortlisted along with reasons for rejection.

Conducting Recruitment, submitting final merit list of selected and waitlist candidates

Based on agreed action plan, the recruitment will be conducted. Documents related to educational, experience and Caste Category will be verified well before from the source before the submission of final result. The HR Agency will submit the final merit list of the recommended candidates along with waitlist candidate after minimum cut off marks for each category and number of positions. The waitlist could be more than one if suitable candidates are available. The HR Agency will submit the final result of recommended candidates in the agreed set of formats, updated CVs with all relevant certificates of recommended candidates. The result must be submitted after verification of reference of both selected and waitlist candidates. Position wise merit list to be submitted with detailed grades/score obtained by each of the candidates participated in the selection process. Position wise final recommended list to be submitted along with waitlist after cut off marks for each category and number of positions. CVs of all recommended and waitlist candidates should be submitted in both electronic form and hard copy. The credential verification of all recommended and waitlist candidates completed and report of the same to be submitted.

Maintaining Recruitment Records

HRA would be accountable for checking the veracity and authenticity of information furnished by selected candidates. The liabilities under the contract will extend beyond the contract period up to two years in respect of the authenticity of all information furnished by the HR Agency for the candidates. Hence the HR Agency would be liable to maintain database along with website and compensate any liability arising out of the performance of this contract up to 2 year from the expiry of the contract.

Output

1. The required information regarding any steps of recruitment process is shared on demand.
2. All record related to recruitment and selection under this assignment is maintained and accessed by BRLPS whenever required.

Key Tasks, Output and Timeframe is summarized as under:

End to end process commence from the submission of Inception Report and ends with the submission of Final Result after following the output and timeline against key task as specified below:

Sl.	Key Task	Output	Timeframe
1	Sharing of concept, methodology and processes of recruitment	A workshop to be conducted by the recruitment agency regarding recruitment plan and submission of Inception Report	Within 15 days from the date of agreement
2	Post recruitment	BRLPS job portal website to be linked with payment gateway and an Application Form to	Within 15 days from the acceptance of the Inception

	preparedness	be designed and finalized after demonstration.	Report
3.1	Conducting Recruitment	Publication of Advertisement and receiving of applications from candidates	Within 7 days from the approval by the competent authority
3.2		Publication of provisional shortlisting of eligible and ineligible candidates post scrutiny of online application and activation of grievance window to receive grievances if any reported.	Within 7 days from the last date of closure of submission date
3.3		Publication of final shortlisting of eligible and ineligible candidates post scrutiny of grievance redressal.	Within 7 days from the closure of grievance window
3.4		Preparation of Question Bank, demonstration of exam software with security check of CBT and finalization of examination centres	Within 1 month from the date of submission of Inception Report
3.5	Conducting Recruitment	Publication of CBT exam schedule, venue and syllabus	Within 7 days from publication of final shortlisting
3.6		Completion of CBT exam of all positions	Within 15 days from publication of exam schedule
3.7		Publication of Answer Key of all Question Sets and to Invite of grievances	Within a day from end of all CBT
3.8		Publication of Final Answer Key post grievance redressal.	Within 2 days of closure of grievance
3.9		Final Result of CBT for all positions	Within 7 days of publication of Final Answer Key
3.10		Publication of 45 days Village Internship Schedule for Category E and 2 days Village Internship for Category D position	Within 7 days of publication of Final Answer Key
3.11		Preparation of schedule of GD and PI for Group A, B and C level positions which comprises of Venue, Interview Panel Members, etc.	Within 7 days of publication of Final Answer Key
3.12		Finalization of Document Verification Process, Form and Schedule	Within 7 days of publication of Final Answer Key
3.13	Conducting Recruitment	Initiation of credential verification	Within 7 days of publication of Final Result of CBT
3.14		Starting of Village Internship of CC and AC	Within 7 days of publication of Final Result of CBT
3.15		Publication of schedule of GD and PI	Within 7 days of publication of Final Result of CBT
3.16		Final Result of all positions	Within 60 days of publication of Schedule of GD & PI
Sl.	Key Task	Output	Timeframe
4	Document Verification	Verification of credential and documents pertaining to fulfillment of eligibility criteria of selected candidates	Within 60 days from publication of Final Result of all positions
5	Final Submission	90 Days retention of the joined candidates in all positions	

Duration of the Assignment

The total duration of the assignment is envisaged for 3 years. After initial recruitment, recruitment process will be conducted by the agency as and when required by the project for the next 3 years. There will be monthly review by BRLPS to assess progress and quality of recruitment. Based on continued satisfactory performance and requirement of the project, the contract could be extended further on mutually agreed terms and condition.

Payment Schedule

Payment schedule against deliverables will be as follows.

SI	Deliverables	Timeframe	% of payment of unit value	Penalty
1.	Publication of final shortlisting of eligible and ineligible candidates post scrutiny of grievance redressal.	Within 7 days from the closure of grievance window	10% of the unit value of the advertised positions	0.5% per week for delay on the part of agency in completion of deliverables against each phase of process/payment subject to a maximum of 10% of payment against each phase/process
2.	Completion of CBT exam of all positions	Within 15 days from publication of exam schedule	20% of the unit value of the advertised positions	
3.	Final Result of CBT for all positions	Within 7 days of publication of Final Answer Key	10% of the unit value of the advertised positions	
4.	Final Result of all positions	Within 60 days of publication of Schedule of GD & PI	20% unit value of Selected Candidates	
5.	Verification of credential and documents pertaining to fulfillment of eligibility criteria of selected candidates	Within 90 days from publication of Final Result of all positions	20% unit value of Selected Candidates	
6.	90 Days retention of the joined candidates in all positions		20% unit value of Joined Candidates	

Note:

4. Applicable GST will be payable by the Society as per the government norms.
5. Payment amount for the above phases will be paid on the basis of the number of conclusive number of joining by dividing it proportionately i.e if in the earlier phases extra payment has been made for positions higher than the actual number of joining then additional payment will be adjusted accordingly.
6. The HR agency will be responsible to provide replacement for any candidate leaving within three (03) month from the date of joining.

Review and Monitoring of the Assignment

The HR agency will prepare a detailed time-bound implementation work plan for implementation of the aforementioned task. Overall, progress on implementation of the agreed work plan will be the basis on which the performance of the HRA be judged. In addition, the HRA will prepare monthly activity plans and share with BRLPS. In case, BRLPS has any objections related to assignment deliverables, it will inform the HRA in writing. The HRA will comply with the recommendation made by BRLPS and accordingly complete the assignment at no additional cost.

Services and Facilities to be provided by the BRLPS

HRA will complete all recruitment processes envisaged for the positions and provide the final list of selected and waitlisted candidates as per the assignment in which all cost including venue, panel members and manpower for the processes to be hired and compensated by the agency only.

The following support will only be extended by the BRLPS to achieve outcomes of the assignment:

The BRLPS will provide all the guidelines, provisions, and norms related to conducting recruitments viz. number of vacancies, document on Reservation Policy of Government of Bihar, HR Manual of BRLPS, other programme manuals and other necessary information required for completion of this assignment. The BRLPS will provide an office space in its headquarter which is limited to the space and electricity only. The CEO, BRLPS may constitute a steering committee comprising of 3-4 members to monitor and review the progress and performance of this assignment. The CEO, BRLPS may nominate its representative in any of the selection process wherein cost of external panel members of any recruitment process will be borne by the HRA. SPM-HRD will be the Nodal Person for this assignment from BRLPS. BRLPS will provide support in publication of all recruitment related advertisements at its own cost.

Eligibility criteria in terms of qualifications and experiences for each position at SPMU: "Annexure I"

Sl	Position	Experience and qualification required ¹	Expected Output/Responsibilities/Job Profile
Positions at BPIU Level			
1	Block Project Manager	PG degree/diploma in management/social work/rural development/rural management /agriculture and allied from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have worked/managed a development programme in SHG/ Livelihoods promotion programme, leading a team of field workers. Experience in SHG Bank linkage and liaison with government officials is essential.	S/he will be responsible for leading the Block level team of the project, managing almost 15- 20 staff working directly at BPIU. S/he will be responsible for planning and executing all project activities/interventions at block level. S/he will be responsible for liaisoning with Govt. line departments, banking institutions, civil society organizations and other external agency for project purposes. S/he will be responsible for nurturing block level federations and organizations. S/he will be the overall in-charge of finance and administrative functions of the block unit. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
2	Accountant (BPIU)	Graduate degree in commerce from recognized institutes/university with minimum 1 year of post-qualification relevant experience. S/he should have worked in book-keeping and accounts related jobs with reputed institutions Government programme/ project or NGOs. Knowledge of working on computer and operating Tally or any other double entry accounting software will be essential. S/he will be stationed at Block level and responsible for looking after all accounts related work, preparing periodic financial reports and operationalise prudent financial norms within office.	S/he will be responsible for maintaining books of account at DPCU/BPIU level and regularly updating them. S/he will also be responsible for providing all secretarial assistance to block staff and maintain all official records. S/he will also be responsible for channelling upward and backward official communication.
3	Area Coordinator	Graduate in Social science or agriculture or commerce having experience of 2 years preferably in social development activities/SHG. Or fresh post graduate in rural development, social work and agriculture.	S/he will be responsible for executing specialist function at block level and generic coordination of field based activities at cluster level. As a specialist s/he will be the nodal person for specific assignments which include Micro Planning, Bank Linkages, Community Institution Building, livelihood promotion and social development.
4	Community Coordinator	Fresh graduate (male) and Intermediate (female). Prior experience of working with SHG programme will be preferred.	Community Coordinator will be based at village level and operate in 6-7 villages of a particular cluster in a block. S/he will be responsible for targeting in the project, formation and nurturing of SHGs, basic training to them, managing operations of community support cadres, facilitating micro plan and bank linkages in SHGs, supervising CIF utilisation and conflict resolutions at community level.
5	Livelihood Specialist	Graduate or Degree/Diploma/Masters in agriculture / animal husbandry /dairy technology / fishery / horticulture/ Hotel Management/ Rural Management / Retails Management/ Food Technology/ Fashion Management / Arts, culture & Design/ Sericulture. BBA/ PGDM /Post Graduate diploma in Sericulture/ MBA in any discipline from recognized institutes/university. (Fresher can apply). Work experience in above mentioned stream will be an added advantage.	The roll out of all livelihoods interventions (agriculture, animal husbandry, beekeeping, fishery, etc.) in the VOs/SHGs in coordination with CC and specialized community cadre developed for each of the intervention. Training and developing a specialized community cadre for scaling up in the various livelihood interventions. Responsible for producing Village Livelihood Plans (which detailed out current livelihoods of SHG HHs and potential opportunities)
6	Office Assistant	Graduate degree in any discipline from recognized institutes/university with minimum 1 year of post-	S/he will be responsible for extending all secretarial assistance to BPM and others

	BPIU	qualification relevant experience. S/he should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institution / government programme/ development project or NGO. S/he should also possess good writing and typing skill in both Hindi and English. S/he will be stationed at Block Level.	officers at BPIU. S/he will be responsible for looking after all communication, office record book keeping/dispatch compiling of project information. S/he will be responsible for maintaining records related with programmatic, personnel and administrative affairs. S/he will be responsible for acting as nodal person for channelling communication to/from BPIU/DPCU/SPMU.
Positions at DPCU Level			
7	District Project Manager	PG degree/diploma in management / social work/rural development / rural management/ agriculture and allied from premier institutes with minimum 5 years of post-qualification relevant experience. Or PG degree/diploma in management/ social work/rural development/rural management /agriculture and allied from any other institutes with minimum 7 years of post-qualification relevant experience. Individuals from Bihar Administrative Services with minimum 5 years of relevant experience Or Individuals from other government line department/Banking institution with minimum 5 years of relevant experience are eligible to apply for the position. S/he should have experience of successfully leading large and multidisciplinary team as well as executing livelihoods program, liaisoning with district administration, having demonstrated leadership skills in rolling out organisational policies and interventions across District.	S/he will be the overall project in-charge and team leader at district level. S/he will be responsible for planning, execution and monitoring of all project activities at district level. S/he will be supervising the functioning of block units in the district and guide them to function uniformly and deliver quality results. S/he will be responsible to manage partnership, ensure rolling out of organisational system (HR, MIS, Admin, Fin etc.) all across the district and ensuring reporting. S/he will be responsible for ensuring fund flow and its effective utilisation by project units operational in the district. S/he will act as nodal person at district level for learning and knowledge management in the project. S/he will also be responsible for managing of CIF for larger livelihoods and social development activities. As team leader at district level, s/he will be ensuring improvement of service delivery and quality control in project activities across the district. S/he will also be responsible for nurturing the block level federations in the district. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
8	Finance Manager	For Government Officials (on deputation basis)- Government Officials from Bihar Finance Services with minimum 1 year of relevant experience. Or For candidates from other than Government-CA/ CA (inter)/ICWAI/ ICWAI (inter)/MBA (finance) /PG degree in commerce from any other institutes/ university with minimum 3 years of post-qualification relevant experience. S/he should have worked on financial management, budgeting, developing financial system in Government/semi government agency, banking institutions, reputed financial firms or non-government organizations.	S/he would be responsible for the smooth functioning of all financial and administrative systems in Block units and the District Unit. S/he would also manage and monitor flow of Project funds. Another key role would be periodic financial reporting to the State unit and coordinating with internal auditors. S/he would also guide and train Block and district level accountants in proper book keeping & accounting. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
9	Manager Communication	BJMC/MJMC/PG Diploma in Mass Communication from recognized institutes/ university. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes /university with minimum 4 years of post-qualification relevant experience. S/he should have worked in designing, developing and rolling out of developmental communication strategies, documenting case studies and have experience of establishing liaison with communication partners.	S/he will be responsible for developing and disseminating district specific communication materials. S/he will be responsible for supporting in Capacity building exercise and BCC activities. Working out for publicity and branding at the district level. Ensuring communication and program related information flow to all BPIU units from DPCU and other stake holders. Media relation activities with success story compilation. Dissemination of Project information to all concerned. Implementing communication strategy and hand holding support in publication at various levels with various tools - Print, Audio/Video Web etc. Developing case studies on Project/program and learning notes of best practices. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
10	Manager Community Finance	PG degree/diploma in business management/ finance management/banking from premier institutes. (Fresher can apply). Or Post graduate in Commerce/CA/ICWA (Inter) from recognized institutes/university with minimum 2 years of post-	S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of specific livelihoods microfinance or social development interventions. S/he will assist DPM in planning all Bank linkage, livelihoods

		qualification relevant experience. Or Graduate in Commerce from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience of SHGs /federations. S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions. S/he should also possess skill of establishing robust mechanism for maintaining accounting system of rural community institutions.	and microfinance initiatives/programme /activities in the district. S/he will be also working as resource support available to BPIU units for executing bank linkage based activities for community Institutions. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
11	Manager Health And Nutrition	PG degree/diploma in management/social work /rural development/rural management/health management/public health from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience of working on social development issue, social security entitlements and benefits for poor, which will be specific to the requirement of the district, development intervention desirable in SHG programme.	S/he will be responsible for developing annual action plan with strategy of operation of the district and successfully implementing interventions accordingly. Reduction in IMR & MMR and improvement of other health, nutrition and sanitation indicators of State/ District of Project area. S/he will be responsible for managing partnership & liaisoning with the Govt. Departments for convergence of various programs and making it accessible for the poor community. S/he will be responsible for managing community based nutrition care centres and capacity building of cadres for making community structure functional & operational. S/he will be responsible for facilitating community institutions and strengthening the system required for effective rollout of health, nutrition and sanitation interventions at BPIU level. S/he will be responsible for staff capacity building for those involved in health & nutrition sector activities at district and block level.
12	Manager Human Resource & Admin	PG degree/diploma in management/social work/rural development/rural management/HR management from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience in HR/personnel and administration.	S/he will be responsible for executing the HR and administrative policies at district/Block level. S/he will be responsible for managing and executing HR activities viz. probation confirmation and leave records and manpower reporting. S/he will be responsible for assisting and supporting District Project Manager in assessing the CB needs of Block staff. S/he will also have to undertake extensive field visit to ensure the quality HR interventions.
13	Manager Institution Building And Capacity Building	For Govt. Officials (on deputation basis) Government Officials from line departments/banking institutions with minimum 3 years of relevant experience. Or For candidates from other than Government-PG degree/diploma in management/social work/rural development /rural management/ agriculture and allied from premier institutes with minimum 3 years of post-qualification relevant experience. Or PG degree/diploma in management/social work/rural development /rural management/ agriculture and allied from any other institutes with minimum 5 years of post-qualification relevant experience. Work experience should include successfully managing training and capacity building events in livelihoods/MF/SHGs programmes. S/he should have sound understanding of participatory training methodology and skills of trainer.	S/he would be responsible for planning and managing all training for Block staff and community resource persons. S/he would design the annual training programme of the district and guide the district training cell to ensure its timely and effective execution. S/he will monitor and review all training and capacity building programmes organized by the district training cell. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
14	Manager Jobs	PG degree/diploma in management/social work/rural development/rural management from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have worked in large corporate set up/livelihoods programme run by government or Non-Government agencies. S/he	S/he will be responsible for identifying demand and accordingly manage creation of targeted jobs per year in the district. S/he will be responsible for managing partnership and convergence with similar agencies at district level and ensure delivery of output as per schedule. Successfully develop cadre of 80-100 JRPs in the district and make them functional over a period of 2-3 years. Creating a data bank of target beneficiaries of job sector and rolling out/updating of Jobs MIS at District level. Conducting Job fairs and facilitating and supporting the District Project Manager in quality job

		should have working exposure of HR functions, structured hospitality services and sustainable income generation programmes. The knowledge and work experience of market functions and vocational skill development programme would be desirable.	intervention at District level. S/he will be also working as resource support available to BPIU units for executing job sector activities. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
15	Manager Livelihoods Farm	PG degree/diploma in rural management/agri-business management/agriculture and allied from recognized institutes/ university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in Agriculture and allied from recognized institutes/university with minimum 4 years of post-qualification relevant experience.	S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also responsible for backward and forward linkages to the community institutions, producer groups/ companies and their federations related to farm based livelihoods. S/he will support and facilitate DPM in planning all farm based livelihoods activities in the district. S/he will be also working as resource support available to BPIU units for executing partnership based activities or any other livelihoods development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
16	Manager Livestock	PG degree/diploma in rural management/agri-business management from recognized institutes/ university with minimum 1 year of post-qualification relevant experience. Or Post graduate in veterinary science/animal husbandry/dairy technology/fishery from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in veterinary science/animal husbandry/dairy technology/fishery from recognized institutes/university with minimum 4 years of post-qualification relevant experience. The relevant work experience includes managing off farm/non-farm based livelihoods activities/Micro-enterprise.	S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also responsible for backward and forward linkages to the community institutions and federations related to Dairy and livestock promotion. S/he will support and facilitate to DPM in planning all dairy based livelihoods activities in the district. S/he will be also working as resource support available to BPIU units for executing partnership based activities or any other dairy and livestock based livelihoods activities. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
17	Manager Micro Finance	PG degree/diploma in management/social work/rural development/rural management/ banking/ agriculture and allied from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience in managing financial products and interventions in community based organization, which will be specific to the requirement of the district development intervention in SHG programme.	S/he will be responsible for executing as well as managing partnership activities of the project at district level for microfinance and Micro insurance interventions. S/he will assist DPM in planning and developing strategies for micro-finance and insurance related development activities for all Blocks of the district. S/he will be responsible for managing partnership and convergence with the financial institutions/agencies/Banks/MFIs at district level and ensure delivery of output as per schedule. S/he will be also working as resource support available to BPIU units for executing partnership based activities or any other livelihoods/social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
18	Manager Monitoring and Evaluation	PG degree in social work/rural development/rural management/IT/Computer Science from premier institutes. (Fresher's can apply). Or Post graduate from recognized institutes/university in any of above domain with minimum 2 years of post-qualification relevant experience. Or Graduate/B. Tech (CS/IT) in any of above discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have relevant experience in data analysis, documentation, reporting and monitoring activities in developmental program/project or IT Sector. Working knowledge of data management software will be desirable.	S/he will be responsible for MIS management activities, facilitating reviews at various project level and documentation work. S/he will be responsible for streamlining information flow through periodic compilation of progress, periodic analysis of data based on project health indicators and circulation of the same both downward and upward to all concerned. S/he will be responsible for documenting identified best practices of the project along with anchoring studies, process monitoring and periodic evaluation at district level. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
19	Manager Non Farm & ME	PG degree/diploma in rural management/agri-business management/rural development/ agriculture and allied from recognized institutes/ university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in Agriculture and allied from recognized institutes/university with minimum 4 years of post-	S/he will be responsible for managing partnership and coordinating with service provider agencies working for Non-farm and Micro Enterprise. S/he will be responsible for backward and forward linkage for community producer groups, institutions/federation. S/he will be also working as resource support available to BPIU units for executing Nonfarm & micro enterprise

		qualification relevant experience. The relevant work experience includes managing off farm/non-farm based livelihoods activities/Micro-enterprise.	programme/ activities. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
20	Manager Social Development	PG degree/diploma in management/social work/rural development/rural management from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience of working on social development issue, social security entitlements and benefits for poor, which will be specific to the requirement of the district development intervention desirable in SHG programme.	S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of social development interventions. S/he will assist DPM in planning social development activities in the district. S/he will be also working as resource support available to BPIU units for executing partnership based activities social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
21	Procurement Manager	PG degree completed in commerce / economics /ICWA CA (inter)/Management with at least 2 years experience in handling and supporting procurement in any organization/agency/Govt. etc.	S/he would be responsible for executing and coordinating all procurement at District and Block level as per guideline of the Society. Assisting DPM in ensuring proper procurement at community institutions/ federations/ companies. Conducting training for capacity building of community institutions and their federations Maintaining proper bookkeeping and record keeping of procurement. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
22	Training Officer	Qualification & Experience: PG degree/diploma in management/social work/rural development/rural management/ agriculture and allied from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 1 year of post-qualification relevant experience. Or Graduate degree in any discipline from recognized institutes/university with minimum 3 years of post-qualification relevant experience. S/he should have experience in conducting training programmes using participatory training techniques to project staff as well as to the communities preferably in SHG promotion/livelihoods.	S/he would be responsible for executing all training programmes and capacity building events organized by district training cell. You will act as trainer to demonstrate effective training techniques to the resource pool and closely monitor the trainings to ensure quality. S/he would also ensure all logistics and material support for smooth implementation of the district training plan. S/he would also be responsible for mentoring internal resource pool to deliver quality training. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
Positions at SPMU Level			
Sl.	Name of the Post	Eligibility	Key Responsibility

23.	Chief Operating Officer- DDUGKY	<p>At least 2 years full time Post Graduate Degree/ Diploma in Business Administration/ Rural Development/ Rural Management/ Social Work from a recognized academic Institution. Overall, 15 years of work experience post qualification in development sector with functional registered agencies/ corporate houses/ government department. At least 10 years of working in skill development sector on managerial role with experience in leading large scale related programme. Should have experience of working with Government systems and possesses thorough knowledge of its functioning. Should have hands on experience in designing, monitoring system of developing projects including skilling one. Computer skills - excellent working knowledge in MS office. Language Skills - very good writing and oral skills in English and Hindi. Other skills and knowledge Knowing -Government System and its functioning, development policies and good understanding of development priorities in Bihar. Have deep understanding of training and skilling and worked on public sector programs in vocational education, industry collaboration or related fields.</p>	<p>S/he shall be responsible for; Timely and effective implementation of DDUGKY in Bihar as per agreed SOP. Developing effective implementation strategies of programme, suiting to its objective, and achieving the annual and other periodic targets. Developing effective monitoring and MIS architecture of the programme across the state and ensuring professional review and monitoring of programme based on key result parameters and following the agreed SOP. Developing standard protocol to work smoothly and effectively with Technical Support Agency appointed for Bihar for DDUGKY. Regular mapping opportunities for effective partnership and network with external service provider agencies and mobilise their support/services through formal arrangements for effective implementation across the state. Developing overall Financial Management Framework of the DDUGKY and related programme in Bihar and ensure its implication across the state. Developing and nurture need based partnership with Corporate, Academic, Training Institution, and Civil Society Organization. Nurturing innovation and best ideas of activities under the programme. Developing the team for DDUGKY in the state of Bihar and nurturing them to deliver their best. Ensure timely completion of projects and final settlement with PIAS. Any other responsibility being given by CEO, BRLPS.</p>
24.	Director (MIS & IT)	<p>B. Tech (CS/IT)/MCA or equivalent with minimum 18 years of post qualification experience. Experience in handling state level projects in the activities of Project Planning, digitization and MIS roll out. Out of 18 years, minimum 8 years of experience as relevant vertical head in the organization. Experience in implementing MIS projects at large scale level. Preference will be given to those having experience in rural sector of India. Candidates having additional qualifications of MBA (IT/Systems/or similar in IT domain) will be given preference. Preference will be given to those having experience in roll out of MIS in rural development/social development projects. S/he should have good communication skill in English and Hindi (oral and writing).</p>	<p>S/he shall be responsible for implementing MIS application and mobile apps on large scale. Develop and implement IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision. Utilization and functioning of Data center/ Cloud modernization, IT transformation. Manage software development and data security aspect of the organization. Any other task assigned from time to time.</p>
25.	Programme Coordinator- M&E and MIS	<p>Post Graduate in Management/Rural Management from recognized institutes/ university with minimum 12 years' experience in state level development projects in the areas of Project Planning, M&E of which 4 years as relevant Vertical head and at least 3 years in leading MIS of an institution. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.</p>	<p>S/he will be responsible for Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing formulation of program strategies, processes and documentation for effective functioning of program interventions. S/he will be responsible for leading the evaluation of the Project and bring learning's to the Project.</p>
26.	Programme Coordinator- Livelihoods & Enterprise Promotion	<p>Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas of livelihoods in Farm, Off Farm, Non-Farm, Jobs and convergence with Govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.</p>	<p>S/he will be responsible for Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing and formulation of program Policies, processes and operational manual for effective functioning of program interventions.</p>
27.	Programme Coordinator- Institution & Social	<p>Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas Institution building, capacity building, social development, entitlement, health,</p>	<p>S/he will be responsible for Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing and formulation of program Policies,</p>

	Development	nutrition and convergence with govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must.	processes and operational manual for effective functioning of program interventions.
28.	State Project Manager – Communication (SPM- Com.)	PG degree in Mass Communication from recognized institute / university with minimum 7 years of post-qualification relevant working experience in large scale development project. Or Post graduate degree/diploma in any discipline from a recognised institute/university with minimum 9 years of post-qualification relevant experience. S/he should have experience in developing strategies to build a common vision of Project across the staff and provide inputs towards streamlining communications requirement of the project. S/he should have experience in advertising/media industry on social communications or in similar capacity for development Projects.	As part of the Communication team at state level, you would be primarily responsible for rolling out the communication strategies across the Project. You would closely work with the district and block teams to ensure that all staff shares the same vision of the Project. You would also provide close guidance to assist capacity building teams with design inputs. S/he will be responsible for developing and disseminating State & District specific IEC materials .S/he will be responsible for supporting in Capacity building exercise and BCC activities. Media relation activities with success story compilation. Dissemination of Project information to all concerned. Implementing communication strategy and hand holding support in publication at various levels with various tools - Print, Audio/Video Web etc. Developing case studies on Project/program and learning notes of best practices. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
29.	State Project Manager – Monitoring & Evaluation	PG degree/Diploma in Rural Development/Management/Business Administration/ Social Work/ MCA with minimum 7 years of relevant experience out of which 3 years relevant experience should be of Senior Manager Level. Working knowledge of data management software will be desirable.	As part of the SPMU, you will be responsible for developing MIS management system and documentation work at State level. Specifically your key responsibility will be periodic compilation of progress, periodic analysis of data based on project health indicators and circulation of the same both downward and upward to all concerned and documenting identified best practices of the project along with anchoring studies, process monitoring and periodic evaluation at State level.
30.	State Project Manager – Farm Value Chain (SPM – FVC)	Post-graduation in Agriculture, Agri- business management, MBA, Rural management or equivalent degree with minimum 7 years of post-qualification relevant experience, out of which 3 years relevant experience should be of senior management level.	Responsible to prioritise value chains in the project areas having the potential to develop as commodity specific clusters. Managing and expanding business as per the project plan in the existing and new geographies. Business development and capitalizing on existing businesses. Team, resource, client and stakeholder management. Establishing “Business to Business” and “Business to Consumers” market network for the produce. Policy development and result framework management. Any other responsibility as per the business need.
31.	State Project Manager – Social Development (SPM – SD)	Master Degree/ Diploma in Rural Development, Rural Management, Forest Management, Social Work with minimum 7 years of post-qualification relevant experience in development projects focusing on women development/ Micro Finance/ Livelihoods. Experience of working in a World Bank or externally aided projects is preferred.	As part of the Social Development team at state level, you would be primarily responsible for rolling out the SD strategies across the Project. S/he will closely work with district team in planning social development activities in the district. S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of social development interventions. S/he will be also working as resource support available to BPIU units for executing partnership-based activities social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. Any other jobs/tasks assigned time to time.
32.	State Project Manager- Livelihoods (Farm)	Post Graduate Diploma or Degree in Rural Development/Management/Agriculture and Allied sector from a recognized institute/university with at least 7 years of relevant work experience, out of which 3 years relevant experience should be of senior manager level. She should have worked in community driven development program/project	As part of the SPMU, you will be working as thematic head of Livelihoods. You will be responsible for extending support to district as well as block team for executing livelihoods intervention in the project. You will be also responsible for coordinating with different project partners, developing implementation strategies

		<p>specially for promotion of farm based livelihoods. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must."</p>	<p>for livelihoods activities, staff capacity building, supervising field operations and troubleshooting as and where required at district and field level.</p>
33.	State Finance Manager (SFM)	<p>Chartered Accountant/MBA-Finance /Cost Accountant from recognized institute/university with minimum 7 years of post-qualification experience in handling internal/statutory audit and consultancy in accounts, taxation etc. S/he should have worked in a development program/project/companies/organisation. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms.. Only applicants from required category need to apply.</p>	<p>S/he will be responsible for certifying the consolidated unaudited report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted Districts. S/he will be responsible for Monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/settlement of audit observation. S/he will be also Assist Chief /Finance Officer in financial management issues at SPMU. S/he will be responsible for Updating financial management Manual and guidelines in State/District. S/he will be also coordinate for timely release of fund, verification of books of accounts of District/Block as well as CBOs. S/he will be responsible for Verifying CIF disbursement and also analysing the budget variance on quarterly basis to allotted districts. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p>
34.	Finance Officer (FO)	<p>CA/ICWAI with minimum 7 years of post-qualification work experience of finance and accounts management, designing and implementing financial system, dealing with statutory requirement and preparing budget preferably of a large development organisation.</p>	<p>Finance Officer will be responsible for certifying the consolidated unaudited financial statement / report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted Districts. S/he will be responsible for Monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/ settlement of audit observation. S/he will be also assist Chief Finance Officer in financial management issues at SPMU. S/he will be responsible for Updating financial management Manual and guidelines in State/District. S/he will be also coordinate for timely release of fund, verification of books of accounts of allotted District/ State. S/he will be responsible for Verifying CIF disbursement and also analysing the budget variance on quarterly basis to allotted districts/ State. Any other jobs/tasks assigned time to time.</p>
35.	Procurement Officer	<p>CA (inter)/ICWA (inter)/MBA-Finance/Graduate in Commerce or Economics from recognized institute/university with minimum 5 years of post-qualification relevant work experience. S/he should have worked with Government/NGOs/Financial firms/ Development project in capacity of handling procurement and accounting functions.</p>	<p>S/he would be responsible for executing and coordinating all procurement at State level as per guideline of the Society. Assisting State Specialist in ensuring proper procurement at various levels for goods and services. Conducting training for capacity building of staff /personnel on procurement. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p>
36.	Project Manager – Non-Farm	<p>PG degree/diploma in Rural Management/Business Management/ Administration/Agri-Business Management/ Development in regular course from recognized institute/university with minimum 4 years of post-qualification relevant experience. S/he should have worked in large number of livelihood activities in a livelihoods Programme/Project specially in operation, management of commodity trading/marketing of Non-farm produce such as an Arts & crafts/Leather/Lac/Carpet Weaving / Handloom / Jute/other rural non-farm produce for improving livelihoods in the rural areas in a community driven development model through CBOs such as producers company/Producers Cooperative/Producers group/Watershed users group/SHG Federation/SHG. S/he should have good communication skill (both oral and writing) in English & Hindi. Proficiency in</p>	<p>S/he will be responsible for Developing value chain for undertaking non-farm livelihoods interventions. S/he will also facilitate the District/block team for further improvement of the interventions/ quality of the commodities / products. S/he will be responsible for Marketing as well as selling of aggregation of produce / commodities produced from Non- farm sectors / sub-sectors in the surrounding area or in the Mandi or to the big trader through the BPIU teams. S/he will also have to undertake extensive field visit to improve livelihoods through various Non- farm activities.</p>

		working with MS Office is a must.	
37.	Project Manager – MIS (PM – MIS)	PG degree/diploma in IT/Management/Social Work/Rural Management/Rural Development/MCA or BE/B.Tech in CSc, IT, equivalent from a recognised institute with minimum 4 years of post-qualification relevant experience of computerised management information system, Monitoring and evaluation of development program in a development Project/large institutional set up/reputed company.	S/he will be responsible for Executing and rolling out the project/Program MIS operations. S/he will also update the Project Progress across the state, facilitating reviews of documentation work. S/he will also Look after the online Management Information System of the Project and S/he would be responsible for streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.
38.	Project Manager – Database Management (PM – DM)	B. Tech (CS/IT)/MCA or equivalent with minimum 04 yrs. of post qualification experience. Experience in relevant field like Software development, Mobile Apps development, database management (Sql/Pl Sql.) etc. Experience on tools like Java-oracle/Dot net-Sql server etc. Certification in Oracle/Sql-server etc. database packages will be given preference.	Maintenance and monitoring of all IT peripherals in the SPMU and as well as all the districts in coordination with district resource person..Proper maintenance and functioning of data center at districts. Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. Rolling out of proper connectivity at DPCUs and BPIUs. Provisioning of data center/Help desk for MIS at SPMU. Providing support to DPCUs or BPIUs with remote access, VPN connectivity etc. Ensuring the max uptime for the servers at SPMU. Coordinating with associated vendors for resolution of any technical issue. Any other task assigned time to time.
39.	Project Manager – Social Development (PM – SD)	PG degree/diploma in Rural management/rural development with minimum 4 years of post-qualification relevant experience. S/he should have experience of working on social development issue, social security entitlements and benefits for poor, which will be specific to the requirement of the district development intervention desirable in SHG programme. S/he should have good communication skill (both oral and writing) in English &Hindi. Proficiency in working with MS office is a must.	S/he will assist SPM-SD in planning social development activities in the district. S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of social development interventions. S/he will be also working as resource support available to BPIU units for executing partnership based activities social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
40.	Assistant Finance Manager	Chartered Accountant/Cost Accountant/MBA-Finance from recognized institute/university with minimum 3 years of post-qualification relevant experience in audit, accounting and well versed in accounting software Tally Or Cost Accountant-Inter/Chartered Accountant-Inter from recognized institute/university with minimum 5 years of post-qualification relevant experience in audit, accounting and well versed in accounting software Tally. S/he must possess understanding of accounting system/standards and process including costing and budgeting/expense management etc., besides exposure to preparing balance sheet, profit and loss account, budget and tally Only applicants from required category need to apply.	S/he will assist Finance Managers in the consolidations of unaudited report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted districts. S/he will be responsible for Ensuring proper monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/settlement of audit observation. S/he will also coordinate for timely release of fund, verification of books of accounts of district/block as well as CBOs. S/he will be responsible for Verifying CIF disbursement and also analyzing the budget variance on quarterly basis in allotted districts. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions
41.	Project Manager-NRO-External Support	MBA/Master degree with minimum 5 years managerial experience in leading District/State level rural development program team/staff. Preference will be given to the candidates having SRLM's experience. Proficient in MS Office/computer application, Sound communication skills in English and Hindi.	S/he shall be responsible for Managing and coordinating resource support to SRLMs. Timely follow up and compliance of MOU with SRLM/Agency/Partners. Exploring new tie ups/assignments/partners for NRO thematic support. Responsible for preparing drive calendar, logistic planning and execution. Developing various Credit courses Module for quality cadres & Staff learning. Develop required SOP and protocols for resource support to other SRLMs. Preparation of reports, QPR & documentation of learning documents of NRO cell. Developing quality cadre strategy/service's protocols for Resource Cell. Processing files for adjustment of expenditure/bills & vouchers related to NRO cell, Any other task assigned/delegated by CEO/SPM- Resource Cell.
42.	Project Manager-	PG Degree or equivalent in Fisheries Science from recognized institute / University with minimum 4 years of post-qualification relevant experience.	S/he shall be responsible for Developing project plans and strategies to promote sustainable fisheries practices and enhance the income of rural households

	Fisheries	Proficient in MS office/computers application, Sound communication skills in English and Hindi.	engaged in the fisheries sector. Managing project budgets and ensuring that project expenditures are within approved limits. Coordinating with government agencies, NGOs and other stakeholders to implement project activities and ensure that project objectives are met. Monitoring and evaluating project activities to assess their impact on rural households engaged in the fisheries sector. Providing technical support and guidance to project staff and beneficiaries. Preparing project reports and other documentation as required by the SRM or other stakeholders. Conducting community mobilization and capacity building activities to promote the adoption of sustainable fisheries practices and increase the participation of rural households in the fishery sector. Ensuring compliance with all relevant policies, regulations, and guidelines related to fisheries and rural livelihoods. Undertake extensive field visit to ensure quality training programmes of farmers through project staff and cadre. Any other task assigned/ delegated by CEO/ SPM-Livestock.
43.	Project Manager-System-Admin	B. Tech (CS/ IT)/ MCA or equivalent with minimum 5 years of post qualification experience. Experience in relevant field like Cloud server management. Knowledge/ Experience on network management and devices related issues will be an added advantage. Candidates with certifications in their specialized domain will be given preference.	S/he shall be responsible for Must have sound knowledge of Network concepts, its implementation. To maintain the network of the SPMU and related network devices. To manage server related activities for its smooth functioning. Functional and technical knowledge of switches, routers etc. Functional and technical knowledge of Firewall and its technical expertise will be given preference.
44.	Data Visualization Analyst	B. Tech (CS/IT)/MCA or equivalent in IT domain with minimum 3 years of post qualification experience in software development with minimum 2 years of experience in data analytics. Minimum 2 years of Experience in quantitative analytics role and development of reports on data analytical tools. Experience in data analytics for data in ERPs/web portals/mobile apps will be given preference. Candidates with certifications in their specialized domain will also be given preference. Experience with MS SQL server / Oracle or other RDBMS tools-particularly DDL and DML commands. Excellent Verbal and written English skills. Confident and persuasive communication style.	S/he shall be responsible for Develop Mobile apps and/or web-based applications to meet the requirement of the organization. Maintain and enhance the existing apps and/or applications of the organization developed. To streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district. Able to extract data from Database to prepare reports on need basis. Regular follow up and ensure for update of data in all the modules of MIS and Mobile apps. Any other task assigned time to time.
45.	Programmer	B. Tech (CS/IT)/MCA or equivalent with minimum 07 yrs of post qualification experience in software development. Experience in development of apps and applications in Android/iOS, Web based applications (Dot net/PHP/Dev-ops/etc.) Experience in functional/technical domain in ERPs related to HRMIS/Finance/e-POS/etc. will be given preference. Candidates with certifications in their specialized domain will also be given preference.	S/he shall be responsible for Develop Mobile apps and/or web-based applications to meet the requirement of the organization. Maintain and enhance the existing apps and/or applications of the organization developed. To streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district. Able to extract data from Database to prepare reports on need basis. Regular follow up and ensure for update of data in all the modules of MIS and Mobile apps. Any other task assigned time to time.
46.	App Developer	B. Tech (CS/IT)/MCA or equivalent with minimum 07 yrs of post qualification experience in software development. Experience in development of apps and applications in Android/iOS, Web based applications (Dot net/PHP/Dev-ops/etc.) Experience in functional/technical domain in ERPs related to HRMIS/Finance/e-POS/etc. will be given preference. Candidates with certifications in their specialized domain will also be given preference.	S/he shall be responsible for Develop Mobile apps and/or web-based applications to meet the requirement of the organization. Maintain and enhance the existing apps and/or applications of the organization developed. To streamline the digitization process in MIS/ERP/mobile apps solutions of the organization across the concerned district. Able to extract data from Database to prepare reports on need basis. Regular follow up and ensure for update of data in all the modules of MIS and Mobile apps. Any other task assigned time to time.
47.	Project Associate-	MBA with minimum 2 years of experience of Program Management and Coordination. Preference would be given to the candidates having	S/he shall be responsible for Processing of files, management and maintaining records of Resource Cell. Assisting Resource Cell team in executing various

	Resource Support	SRLM's experience. Proficient in MS office/ computers application, Sound communication skills in English and Hindi.	programs/assignments of NRO. Need based proper follow up & timely coordination with field team and SRLMs. Supporting/assisting PM/SPM in executing program under NRO- Resource cell. Proper follow up with Stakeholders for settlement of expenditures under NRO. Proper upkeep of files and records timely compliance of files and MoUs. Compilations and updating of Resource Cell reports. Any other task delegated by SPM/ PM Resources Cell.
48.	Project Associate	PG degree/diploma in Rural Management / Rural Development / Social Work/agri-business management /agriculture and allied from recognized institute/university. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 1 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 3 years of post-qualification relevant experience. S/he should have experience of working in development project or government development programme in the areas of documentation, communication, reporting, data entry, file management, facilitating event organization & business dealing with different agencies. Typing skill in Hindi & English would be desirable.	To assist and support thematic consultants (SPM & PMs) in executing their thematic responsibilities. To collect data, information, conduct analysis and studies regarding interventions, compiling reports and book/ record keeping. Coordination with other Units at SPMU/ DPCU.
49.	Steno cum PA	Graduate in any discipline possessing skill of both Hindi and English shorthand application. S/he should also have excellent command on both Hindi and English typing on computer.	
50.	Store Keeper	Graduate in any discipline with minimum 2 years of relevant experience. S/he should have worked for handling stores, keeping records, managing supplies of office equipments/materials and dealing with purchase of office materials with large official set up. S/he should have good working knowledge of MS office environment.	S/he will be the in-charge of store at SPMU level. S/he will be responsible for maintaining systematic record for all official equipments/materials. S/he will be responsible for updating store records of all district and block units as required at SPMU level. S/he will be responsible for managing IEC/ communication materials and facilitate smooth supply to field units. Assisting thematic team in organizing related events, field visits, meetings and reviews.
51.	Accountant (State Level)	PG in Commerce from recognized institute/university with minimum 2 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or NGOs. Or Graduate in Commerce from recognized institute/university with minimum 3 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or NGOs. Knowledge of working on computer and operating Tally Software will be essential. Typing skill in Hindi and English would be desirable. Only applicants from required category need to apply.	S/he will also have to undertake extensive field visit to ensure the maintenance of MIS and systems at DPCU/BPIU levels. S/he will also provide all secretarial assistance to SPMU finance/ accounts Team. S/he will also maintain all official records and book keeping. Responsible for channelling upward and backward official communication.
52.	Office Assistant (State Level)	Graduate in any discipline from recognized institute/ university with minimum 3 years of post-qualification relevant experience. S/he should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institution/ government programme/development project or NGO. You should also possess good writing and typing skill in both Hindi and English.	S/he will be responsible for extending all secretarial assistance to Officers/Managers at SPMU. S/he will also look after all communication, office record book keeping/ dispatch compiling of project information. S/he will be responsible for Maintaining records related with programmatic, administrative and HRM affairs and S/he will also act as a nodal person for channelling communication to/from BPIU/ DPCU / SPMU.
53.	Program	MBA/ Master degree with at least 5 years' relevant experience at State/District level health/ FNHWs	S/he shall be responsible for Developing SOP's and Strategy for required FNHW support services. CB

	Manager-FNHW (NRO Project)	program. Preference will be given to the candidates having SRLM's experience. Proficient in MS Office/computers application, Sound communication skills in English and Hindi.	training of all FNHW staff, Cadres and YPs (within and outside state) Planning, Coordination and providing technical inputs on FNHW to NRO/SRL M's. Proper follow up and compliance of technical services under FNHW-M oU Providing CB support and training to other SRLMs through PRPs/MT. Preparation of study reports, analysis and Documentation on FNHW. Any other task delegated by thematic head/ SPM/CEO.
54.	Program Manager-IEC-FNHW (NRO Project)	MBA/ Master degree with minimum 5 years relevant experience at District/State level in large scale Rural development program. Preference will be given to the candidates having SRLM's experience. Proficient in MS office/computer application, Sound communication skills in English and Hindi.	S/he shall be responsible for Developing IEC material, module, Pedagogy, content development for FNHW Developing training tool kits and materials for IEC promotion in NRO. Documentation of FNHW and Preparation of reports for SRLMs. Organizing awareness meet for stakeholders i.e. Leaders/ Cadres/ Staffs & trainers. Prepare monthly / quarterly and annual report under MoUs in other SRLM on FNHWs. Any other task and responsibility assigned by Thematic head/SPM/ CEO BRLPS.
55.	Program Manager- CB & Quality Assurance (NRO Project)	MBA/Master degree with at least 5 years' relevant experience at State/ District level in large scale Rural Development Program. Preference will be given to the candidates having SRLM's experience. Proficient in MS Office/ Computers application, Sound communication skills in English and Hindi.	S/he shall be responsible for Development of various resource through Identification, screening, of Cadres/staff. Selection, training and capacity building of Master Resource Persons and Trainers. Developing Master Trainers and Resource Person for NRO/BRLPS services. Conducting regular refresher and capacity building/ training for NRO/ SRLMs. Development of exposure sites/model cluster for MIS /SMIB/FNHW/SJY. Preparation of reports, Follow up and address CB compliance of NRO. Performance review and assessment of C-PRPs, Master trainer/ Resource persons. Maintaining data base profile of Community /Master Trainers, CRPs & PRPs. Any other task assigned/ delegated by Thematic head/ SPM/CEO.

¹Note: The Qualification and Experience with Job Profile of above positions are under revision, which may be changed.

LOHIYA SWACHH BIHAR ABHIYAN			
Sl. No.	Position	Qualification & Experience²	Job Description/Responsibility
1	State Finance Manager	<p>Chartered Accountant/MBA-Finance /Cost Accountant from recognized institute/university with minimum 5 years of post-qualification experience in handling internal/statutory audit and consultancy in accounts, taxation etc.</p> <p>S/he should have worked in a development program/project/companies/organisation. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms.</p> <p>Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory.</p>	<p>The incumbent will be responsible for the entire set of finance, accounting and audit-related functions under LSBA and her his major duties and responsibilities will include the following:</p> <p>will be responsible for certifying the consolidated unaudited report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted Districts.</p> <p>will be responsible for Monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/settlement of audit observation.</p> <p>will be also Assist Chief Finance Officer in financial management issues at SPMU.</p> <p>will be responsible for Updating financial management Manual and guidelines in State/District.</p> <p>will be also coordinate for timely release of fund, verification of books of accounts of District/Block. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. Any other duties and responsibilities that may be</p>

			assigned as part of official requirements.
2	State Consultant-MLE & MIS	<p>Graduate in Engineering with a specialisation in Computer science or Information Technology OR Post Graduate in Social work/ MBA/Rural Management/Rural Development /Public Policy/ Statistics or Actuarial sciences (Recognised by The Institute of Actuaries of India (IAI)), Operation Research from recognised institute. Should have minimum 5 years of relevant post qualification experience.</p> <p>Candidates should have experience in Documentation, Reporting, Data Analysis, Data Mining, MIS Related works and Evaluation And Monitoring activities in Developmental Programme/Project in WASH or similar Social Sector Projects.</p> <p>Candidate need to possess excellent written and oral communication skills. Proficiency in English is mandatory. Candidates with proficiency in Designing Data Structures, Data Management Software and Tools like MS Excel, SPSS, CSPRO, and MATLAB Data Management And Other Data Analysis Tools will have an advantage</p>	<p>The incumbent will be responsible for Monitoring Learning & Evaluation management activities, facilitating reviews at various project level and documentation work. S/he will be level. S/he will be responsible for documenting identified best practices of the project along with anchoring studies, process monitoring and periodic evaluation at district level. The incumbent will be responsible for the management of information system under LSBA and her/ his major duties and responsibilities will include the following:</p> <p>Development of a Perspective Plan for the Information system management under LSBA for the State.</p> <p>Development of periodic Action/ Work Plans for MIS Entry/Update in different modules under IMIS of SBM(G) and their integration with the Rural Development Department's overall Perspective and Action/ Work Plans, including Perspective and Action/ Work Plans sought by the Central and State Government, Development Partners and others as directed by the Reporting Authority.</p> <p>Periodic tracking of the implementation of proposed Perspective and Action/ Work Plans.</p> <p>Maintenance of timely, comprehensive, complete, updated and easily retrievable information/ data relating to SBM (G).</p> <p>Ensure timely submission of information on physical and financial progress and other identified monitoring parameters to the Central and State Government and others as directed by the Reporting Authority.</p> <p>Flagging of information gaps and emerging issues and challenges in management and implementation.</p> <p>Assist the districts in the updation of MIS baseline data S/he will also have to undertake extensive field visit to ensure quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>
3	Accountant	<p>Post Graduate in Commerce from a recognized institute/university with minimum 2 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or Social Sector Projects.</p>	<p>The Accountant will support the financial accounting related functions under LSBA and her/ his major duties and responsibilities will include the following:</p> <p>S/he will be responsible for maintaining books of</p>

		<p>Or Graduate in Commerce from recognized institute/university with minimum 3 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or Social Sector Projects. Knowledge of working on computer and operating Tally Software will be essential. Typing skill in Hindi and English would have an advantage.</p>	<p>records/account at SPMU level and regularly updating them.</p> <p>S/he will also provide all secretarial assistance to SPMU finance/accounts Team. S/he will also maintain all official records and book keeping.</p> <p>S/he will be responsible for channelling upward and backward official communication.</p> <p>Consolidation of monthly accounting reports from all districts.</p> <p>S/he will have to undertake extensive field visit to ensure the quality of project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements</p>
4	Consultant-SLWM (ODF-S Cell)	<p>Post Graduate/Graduate in Management with experience in SLWM/Engineering/Urban Rural Planning/Environment discipline.</p> <p>Post Qualification experience of at least Five (5) Years in SLWM/Project implementation for Post Graduates and Seven (7) Years for Graduates.</p>	<p>The incumbent will be responsible for the ODF (S) cell-Solid Liquid Waste Management (SLWM) component under LSBA and her/ his major duties and responsibilities will include the following: Development of periodic Situation Analysis/ Issue Briefs/ Theme Papers on ODF (S)-SLWM.</p> <p>Development of ODF (S)-SLWM State-level Perspective Plan and periodic Action/ Work Plans.</p> <p>Plan and implement Trainings on community based approaches on ODF (S)-SLWM at State and District under LSBA.</p> <p>Prepare Monthly physical progress report under ODF (S)-SLWM.</p> <p>Develop plan of scaling up ODF (S)-SLWM initiatives in the state.</p> <p>Develop best practices across the state on ODF (S)-SLWM for replication.</p> <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>
5	Consultant-IEC/CB (ODF-S Cell)	<p>Graduate in Communication/Journalism with experience in undertaking IEC/Capacity building initiatives in national/state program.</p> <p>Post Qualification Experience of at least Five (5) years in IEC/Capacity building initiatives</p>	<p>The incumbent will be responsible for the ODF (S) Capacity Building and Information Education and Communication component under LSBA at district level. Her/ his major duties and responsibilities will include the following: Plan & execute trainings on community based approaches on ODF (S) at State/District/Block under SBM(G). Prepare Monthly/ Quarterly and yearly training and</p>

			<p>ODF (S) capacity building plan of action and training calendar.</p> <p>Develop Roster of resources (community motivators and expert institutions).</p> <p>Partnership with training and IEC agencies (expert institutions, CSOs etc.) developed and formed for ODF (S) CB and IEC Campaigns.</p> <p>Preparation of training modules/ training materials/ training calendar at District and Block level.</p> <p>Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on work done.</p> <p>Monthly, quarterly and yearly ODF (S) - IEC plan of action and activity calendar.</p> <p>Develop Newsletter/Case studies/ documentation of best practices/ learning regarding ODF (S).</p> <p>Develop the concepts and designs of campaign materials as necessary.</p> <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p> <p>Any other task or assignment as per the need of the project.</p>
6	<p>Consultant- Technical Sanitation (ODF-S Cell)</p>	<p>Graduate in Environmental or Civil Engineering with experience in toilet technologies/Retrofitting etc.</p> <p>Post qualification experience of at least Five (5) years in toilet technologies.</p>	<p>The Consultant Technical Sanitation will work with the State-LSBA (ODF-S cell) to provide technical assistance for the implementation of on site sanitation approaches, activities, and monitoring and evaluation mechanisms, as well as contribute to the timely achievement of milestones and targets. Major responsibilities include:</p> <p>Management, innovation and assistance in developing toilet technologies as per the terrain, soil composition and water table.</p> <p>Develop execute and monitor DPR and Action Plan related with toilet technology waste disposal.</p> <p>Develop manual and do capacity building of district and State team on technical Sanitation.</p> <p>Develop state plan for retrofitting and safe disposal of fecal sludge in rural areas in Bihar.</p> <p>Any other task or assignment as per the need of the project.</p>
7	<p>District Coordinator</p>	<p>Graduate in any discipline with preference to Post Graduate/ MBA with a minimum 5 years of post qualification experience in the area of social/ rural development/ Social work (at least 2 years at district level).</p> <p>S/he should have strong communication skill and knowledge of working with MS office. Proficiency in English would be preferred.</p> <p>Candidates with an experience in Community Mobilization, Community Led Total Sanitation</p>	<p>The incumbent will be the nodal person responsible for coordination between Block, District, State and Development Partners under LSBA. Her/ his major duties and responsibilities will include the following: Preparation of Annual Implementation Plan (AIP) for District and Supporting in the preparation of ODEP/AIP of Gram Panchayat /Block under SBM (G). Creating enabling environment for achievement of District AIP. To facilitate District Capacity Building Plan and its rollout at different level. Nodal person for Reporting at all levels. Support consultants in CB, IMIS, IEC</p>

		(CLTS) and Water Sanitation and Health (WASH)/ rural water supply and sanitation sectors would have an advantage.	and MLE activities. Ensure timely updation of data entry at IMIS. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
8	District Consultant-CB & IEC	<p>Post Graduate Degree in Human Resource Management/ Business Administration/ Rural Management/ Social Work/ Rural Development or Public Health from a recognised institute with a minimum 3 years' post qualification experience in the area of Capacity Building and Training in field of Public Health / WASH / Social/ Rural Development projects.</p> <p>S/he should have strong communication skill and knowledge of working with MS office. Proficiency in English is mandatory. S/he should have sound understanding of Participatory Training Methodology and Trainer Skills.</p> <p>Candidates with an experience in Community Led Total Sanitation (CLTS) and Water Sanitation and Health (WASH)/ rural water supply and sanitation sectors would have an advantage. Candidates with an experience in successfully managing training and capacity building events in Hygiene, ODF, Sanitation/ community based programmes would be preferred.</p>	<p>The incumbent will be responsible for the entire Capacity Building and Information Education and Communication component under LSBA at district level. Her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • Plan & execute trainings on community based approaches on sanitation and hygiene at District under SBM(G). • Prepare Monthly/ Quarterly and yearly training and capacity building plan of action and training calendar. • Develop Roster of resources (community motivators and expert institutions). • Partnership with training and IEC agencies (expert institutions, CSOs etc.) developed and formed for CB and IEC Campaigns. • Preparation of training modules/ training materials/ training calendar at District and Block level. • Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on work done. • Monthly, quarterly and yearly IEC plan of action and activity calendar. • Develop Newsletter/Case studies/ documentation of best practices/ learning. • Develop the concepts and designs of campaign materials as necessary. • S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. Any other duties and responsibilities that may be assigned as part of official requirements.

9	District Consultant- MLE & MIS	<p>Graduate in Engineering with specialisation in Computer Science or Information Technology or a Graduate in Statistics, Actuarial Sciences (Recognized by The Institute of Actuaries of India (IAI)) from a recognised institute with minimum 5 years' of post-qualification experience in undertaking Data Analytics, Data Mining and MIS related works in Social Sector projects. Knowledge and understanding of Banking and Business Processes would be an advantage. Proficiency in English is mandatory. Proficiency in using tools like MS Excel, SPSS, CPro, Matlab, and other data tools will be an advantage</p>	<p>The incumbent will be responsible for Management of information system and ML&E management activities under LSBA, facilitating reviews at various project level and documentation work. S/he will be responsible for streamlining information flow through periodic compilation of progress, periodic analysis of data based on project Sanitation indicators and circulation of the same both downward and upward to all concerned. S/he will be responsible for periodic evaluation at district level. S/he will be responsible for documenting the identified best practices of the project along with anchoring studies, process monitoring and periodic evaluation at district level. Responsible for the management of information system under SBM(G) and her/ his major duties and responsibilities will include the following: Development and implementation of MIS action plan for SBM(G) implementation in the district. Online monitoring of sanitation programme components. Monthly analytical report of physical & financial progress of SBM(G). Capacity building on MIS to the District. Development and implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) plan for SBM(G) in the district. Ensure timely updation on progress under SBM-G. Reporting of online monitoring of SBM (G) on IMIS for physical and financial progress. S/he will also have to undertake extensive field visit to ensure quality Project/ program interventions. Any other duties and responsibilities that may be assigned as part of official requirements.</p>
10	District Consultant- SLWM	<p>Post Graduate Degree in Environmental Science, Rural Development, Social Work, or Graduate Degree in Environmental Engineering, Civil Engineering or Agriculture from a recognised institute with minimum 5 years' post-qualification experience in implementing and running Solid And Liquid Waste Management Processes including Collection, Treatment, Recycle and Safe Disposal.</p> <p>Candidates with an experience in waste management processes in a large Corporation area would be an added advantage.</p> <p>Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory. Knowledge in Project Management skills will be an advantage.</p>	<p>The incumbent will be responsible for the entire Solid Liquid Waste Management (SLWM) and Provide guidance to ensure that program implementation adheres to appropriate technical standards and guidelines under SBM(G) at District Level. Her/ his major duties and responsibilities will include the following: Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on SLWM. Development of SLWM District-level Perspective Plan and periodic Action/ Work Plans. Trainings on community based approaches on SLWM at District and Block under LSBA. Monthly District level physical progress report under SLWM. Develop plan of scaling up SLWM initiatives in the District. Develop best practices across the District on SLWM for replication. Ensures the quality of implemented technical activities and systems at all levels. S/he will have to undertake extensive field visit to ensure the quality of project/program interventions. Any other duties and responsibilities that may be assigned as part of official requirements.</p>
11	Block Coordinator	<p>Post graduate degree /diploma in rural management/ development/MSW with minimum 2 years of post-qualification experience in the</p>	<p>Key Responsibility: Community mobilization, awareness generation, motivation, training and monitoring of sanitation facilities to village</p>

		<p>area of social development/ rural development OR Graduate in any discipline with minimum 3 years of post qualification experience in the areas of social development/rural development/Social work. S/he should have working knowledge of MS Office. Preference would be given to those candidates having experience of working on Water and Sanitation.</p>	<p>communities, GPs and VWSCs in the implementation of LSBA at Block level. Monthly Deliverables:</p> <ul style="list-style-type: none"> • Progress report on activity implementation as per the Block AIP. • Preparation of ODEP. • ODF verification. • Documentation of IEC activities and all records at block level. • Ensure appropriate toilet technology. • Master roll management of Motivators at block level. • Record keeping of CB, Masons training, CLTS activities. • Monthly status report on block level community mobilization activities and communication activities. • Progress report on the SBM-G/LSY in the block. • S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. • Any other duties and responsibilities that may be assigned as part of the Mission requirements.
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²Note: The Qualification and Experience with Job Profile of above positions are under revision, which may be changed.

FORMATS FOR FINANCIAL PROPOSAL
FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, [Insert "including" or "excluding"] of all indirect local taxes. The estimated amount of local indirect taxes is {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{“If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

PRICE FORMAT

[FOR QUOTING PRICE]

Sl. No.	Name of the Category as per ToR	Unit Cost for End-to-End selection process as per the ToR including all taxes/charges except GST in INR	
		In Figure	In Words
1.	A		
2.	B		
3.	C-1		
4.	C-2		
5.	C-3		
6.	D		
7.	E		
TOTAL OF QUOTED UNIT AMOUNT			
NOTE: 1. GST will be paid as applicable. 2. Financial Evaluation under QCBS will be made on Total of Quoted Unit Amount			

**PROFORMA FOR BANK GUARANTEE FOR
PERFORMANCE SECURITY**

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To,
The Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society,
Annexe-II, Vidyut Bhawan,
Bailey Road,
Patna-800021

Dear Sir,

WHEREAS.....(Name and address of the Service Provider)
(Hereinafter called “the Service provider” has undertaken, in pursuance of LoI vide Ref No..... dated
..... (Herein after “the contract”) for “Hiring of Human Resource (HR) Agency for
Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS)

AND WHEREAS it has been stipulated in the said contract that the Agency shall furnish a Bank Guarantee
 (“the Guarantee”) from a scheduled bank for the project/ performance of the “Hiring of Human Resource
(HR) Agency for Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS)”,
as per the contract. WHEREAS we (“ the bank”, which expression shall be deemed to include its successors
and permitted assigns) have agreed to give the BRLPS the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs.(as applicable), Bihar Rural Livelihoods Promotion Society (BRLPS), under the terms of the contract, on account of full or partial non-performance /non-implementation and/or delayed or defective performance/ implementation. Provided, however, that the maximum liability of the Bank towards BRLPS, under this Guarantee shall not, under any circumstances, exceed the aggregate.
2. In pursuance of the Guarantee, the Bank shall, immediately upon the receipt of a written notice from BRLPS, stating full or partial non-implementation and/or delayed and/or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to BRLPS any and all sums demanded by BRLPS under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from BRLPS to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address: Attention Mr.....(Mention the official address of the bidder).
3. The Guarantee shall come into effect immediately upon execution and shall remain in force for a period of 18 months from the date of execution of the contract.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged or otherwise affected by:
 - a. Any change or amendment to the terms and conditions of the contract or the execution of any further contracts/Agreements
 - b. Any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between the bidder and the bank.
5. The Bank also agrees that the BRLPS at its option, shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and not withstanding any security or other guarantee that BRLPS may have in relation to the bidder’s liabilities.
6. The Bank shall not be released of its obligations under these presents by reasons of any act of omission

or commission on the part of the BRLPS or any other indulgence shown by BRLPS or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

7. This guarantee shall be governed by the laws of India and only the courts of Patna, shall have exclusive ~~jurisdiction~~ jurisdiction in the adjudication of any dispute which may arise hereunder.

Date this the Day of.....2023.

Draft Contract

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of client]* (hereinafter called the “Client”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received a loan under National Rural Livelihoods Mission (NRLM) towards the cost of the Services and intends to apply a portion of the proceeds of this loan to eligible payments under this Contract, it being understood (i) that payments by the NRLM will be made only at the request of the Client and upon approval by the NRLM, (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the loan (iii) that no party other than the Client shall derive any rights from the agreement providing for the loan or have any claim to the loan *[or credit]* proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Terms of Reference;
 - (b) The Terms and Conditions;
 - (c) The RFP Document
 - (d) Pre-Bid Queries & Clarification
 - (e) The following Appendices:
 - Appendix A: Key Personnel and Non-Key Personnel
 - Appendix B: Breakdown of Contract Price
 - Appendix C: Timeline for the Recruitment Process
 - Appendix E: Technical Negotiation Points
2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultants shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Client]*

[Authorized Representative]

For and on behalf of *[name of Consultant]*

[Authorized Representative]