

## APPLICATION FORM

1. Position Applied For:
2. PERSONAL DETAILS:

<b>Name of the Candidate</b>	
<b>Father's Name</b>	
<b>Correspondence Address</b>	
<b>Mobile/Phone Number</b>	
<b>Telephone- Residence/Office</b>	
<b>Email ID</b>	
<b>Category</b>	
<b>Sex</b>	
<b>Age (As on 01.01.2021)</b>	

3. EDUCATIONAL QUALIFICATION (Recent First: Graduation Onwards)

<b>Qualification</b>	<b>Board/University</b>	<b>Subjects/Specialization</b>	<b>Year of Passing</b>	<b>Division/Grade</b>	<b>Percentage of Marks</b>

**\*Documents as Proof of Educational Qualification must be attached**

4. OTHER QUALIFICATION (Including relevant short-term certificate/professional courses)

<b>Course Name</b>	<b>Duration (From Date to Date)</b>	<b>Year of Passing</b>	<b>Institution</b>	<b>Course Details</b>

5. RELEVANT EMPLOYMENT/WORK EXPERIENCE (Current Employment First)

<b>Name of Employer/Organization</b>	<b>Duration of Employment</b>	<b>Major Responsibilities Held, relevant to the scope of work</b>

## 6. COMPUTER LITERACY

Software Package/ Application	Level of Knowledge		
	Basic	Working	Expert
Word Processing			
Spread sheet			
Database			
PowerPoint presentation			
Web/Email			

## 7. LANGUAGE PROFICIENCY (Please tick the appropriate column)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									

8. ANY OTHER INFORMATION (May be provided by Applicant on professional capacity to strengthen candidature) \* May include Publications/Paper presented in seminars, Membership etc (May be provided in a separate sheet)

## 9. REFERENCE (Two Persons to whom you have Professionally reported)

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)
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## 10. DECLARATION

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without assigning any notice.

Date:

Place:

(Signature of the Applicant)

**ADVERTISEMENT**

(Dt. 02.03.2021)

**SHORT TERM ENGAGEMENT**

**FOR VARIOUS POSITIONS TO CONDUCT OPELIP ANNUAL OUTCOME SURVEY**

Title of the Project	<b>Annual Outcome Survey (AOS) of OPELIP</b>
Project Duration	2 Months
No of Personnel required	23
Position title	Team Leader – 01 (For 45 days) Field Coordinators – 04 (For 28 days) Enumerators – 16 (For 21 days) DEO/MIS Assistant – 02 (For 15 days)

The SCSTRTI has been assigned to undertake independent Annual Outcome Survey (AOS) of Odisha PVTG Empowerment & Livelihood Improvement Programme (OPELIP) of 2020 for measuring the immediate changes/outcomes coming about because of OPELIP interventions.

For this, SCSTRTI invites applications from interested eligible persons with the required qualification and experience for the assignment-based engagement to conduct the Annual Outcome Survey of Odisha PVTG Empowerment & Livelihood Improvement Program (OPELIP). The engagements are purely assignment specific, temporary and are not regular engagement.

The interested candidates may submit their applications enclosing copies of their bio-data and documents in support of their qualification and experience along with requisite detailed address for correspondence, contact telephone number and email address in a sealed envelope super scribing the **Annual Outcome Survey project** and post for which applied, addressed to the **Director, SCSTRTI and Special Secretary to Government, CRPF Square, Nayapalli, Bhubaneswar-03.**

Interested applicants are advised to download the Terms of Reference (ToR) from the Govt. website [www.stscodisha.gov.in](http://www.stscodisha.gov.in), website of SCSTRTI [www.scstrti.in](http://www.scstrti.in) and website of OPELIP [www.opelip.org](http://www.opelip.org) to know details about the positions. They are to submit their applications in the prescribed application format posted in the websites indicated above so as to reach the undersigned on or before **17<sup>th</sup> March 2021** by speed post or in person during office hours (10:00 A.M to 5:00 PM).

Any application received after the due date and time or in incomplete form is liable to be rejected. Canvassing in any form will be treated as disqualification.

For the short-listed candidates there will be an interaction with the expert team for the concerned project on the basis of which the selection will be done.

**Sd/-**  
**Advisor-cum-Director and Spl. Secy. to Govt.**  
**SCSTRTI, Bhubaneswar**

## **TERMS OF REFERENCE (TOR)**

### **A. Study Background:**

Government of Odisha in partnership with International Fund for Agriculture Development (IFAD) has taken up Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP) meant for livelihoods Improvement of 13 Particularly Vulnerable Tribal Groups in the State. The goal is to improve their living condition and reduction of poverty.

The programme is being implemented through 17 Micro Project Agencies in 12 districts, 89 Gram Panchayats covering 1125 habitation villages. The programme targets to cover 96651 households during 8 years programme period. The key objectives of the programme are: Food & nutrition security, ensuring livelihoods opportunities, capacity building of PVTGs, entitlements over land & forest, improved agriculture practices for increase in production, establishment of micro enterprises as alternative source of livelihoods and ensuring community infrastructure.

### **Approach:**

OPELIP has been designed to follow the successful bottom-up planning approach of OTELP. Success in OTELP was attributed to the fact that the implementation process was owned by tribal people. Putting tribal grass-roots institutions (such as SHGs and VDAs) in the driving seat ensured the project was trusted by the local community. With local community institutions at the heart of the project, the new design focuses on scaling-up of activities that have already been tested and proven to be successful in Odisha. The programme adopts an integrated approach, involving support for improved access to land, natural resources, agricultural technologies, financial services, markets, productive and social infrastructure, and essential social services. Given the extremely severe malnutrition situation in PVTG villages, the design has also piloted an approach of mainstreaming “nutrition sensitive agriculture” activities across all the proposed project components.

### **Programme Area and Target Groups:**

OPELIP interventions is implemented in 17 Micro-Project Agency (MPA) areas located in twelve districts of Odisha namely Malkanagiri, Rayagada, Angul, Deogarh, Ganjam, Nuapada, Keonjhar, Sundergarh, Gajapati, Kandhamal, Kalahandi and Mayurbhanj. The programme directly covers 96651 households comprising PVTGs, ST, SC and Others in the programme villages directly.

### **Goal and Objectives:**

The overall goal of OPELIP is to achieve ‘enhanced living conditions and reduced poverty of the target group households. This is sought to be achieved through realizing the development objective of enabling improved livelihoods and food & nutrition security primarily for 27308 PVTG households, 39969 other tribal households and 29374 other poor and Schedules Caste (SC) households. This in turn will be achieved via building the capacity of the target households, securing them their entitlements over land and forest, improving their agricultural practices for enhanced production, promoting income-generating micro-enterprises for alternate livelihoods and ensuring access to education, health and other services and improving community infrastructure.

**Programme Components:** The OPELIP has four major components, namely (i) Community empowerment, (ii) Natural Resource Management (NRM) and livelihoods enhancement; (iii) Community infrastructure and drudgery reduction and (iv) Programme Management.

### **Purpose of Annual Outcome Survey:**

Outcome monitoring measures the immediate changes coming about as a result of Programme interventions. The outcome indicators to be monitored are outlined in the Programme logical framework. The 7 outcome indicators are listed below

- Empowered community institutions access their entitlements
- Strengthened women SHGs access financial services
- Secured access to land for cultivation and homestead and improved land productivity
- Improved access to inputs and increased production
- Improved access to livelihood opportunities and rural market
- Improved access to social and economic community infrastructure
- Reduced drudgery to women

The AOS would entail annually measuring and assessing whether the Programme is moving towards achieving the objective of empowering and enabling the PVTG/tribal communities to take up livelihood opportunities based on sustainable and equitable use of natural resources. Outcome monitoring are not always easy for M&E staff in the Programme to collect information, the Programme will conduct Annual Outcome Surveys (AOS) as per IFAD's guidelines, interviewing a sample of farmers/households to gather data on key Programme indicators.

The AOS is a household survey that is undertaken annually by Programme staff (or outsourced agency) and covers a small sample of households selected randomly in Programme areas (Programme beneficiaries) and non-Programme areas (non-beneficiaries, to be used as a comparison group). The Annual Outcome Survey (AOS) is a tool to monitor how well a Programme is doing through a systematic process of learning by doing annually. More specially, the AOS is intended to set out to identify positive and negative changes taking place at the household level, provide early evidence of Programme success or failure, provide time performance information so that corrective actions may be taken as required, and also assess targeting efficiency.

### **Scope of Annual Outcome Survey**

The households will be the unit of study in entire 17 MPAs. As per the IFAD guidelines total 400 households (200+200) in 40 villages (20+20) will be studied in both programme and non-programme areas. This will be carried out following the IFAD guidelines.

- Collection of primary data through a pre-defined questionnaire from selected 200 sample households of 20 programme villages and 200 sample households of 20 control villages in 17 OPELIP operational MPAs. Random sampling method will be used by the survey team while selecting sample households from sample programme and control villages.

- Total of 20 FGD– One thematic FGD per village shall be conducted basing on activities as per pre-set guidelines and indicative check list in each of 20 sample programme villages.
- Total of 40 KII will be conducted taking into account of two Key Informant Interview as per pre-set guidelines and indicative checklist in 20 sample programme villages.
- Selection of the sample beneficiary household will be done during the data collection process in the villages. Simple random sampling process will be followed for the selection of the sample household.
- The pre-designed fixed set of questionnaires for household survey, checklists for focused group discussion and key informant interview will be administered.

Note:

1. Data from randomly selected 10 families from each sample village will be collected.
2. 2 to 3 villages per MPA shall be surveyed to cover 40 villages.
3. 4 teams will be formed comprising of 4 enumerators in each team for field survey, facilitated by four field coordinators under the guidance of one Team Leader.

## **Methodology**

### **Selection of Study Area and Sample Units:**

The survey will be carried out in all 17 Micro Project Areas. As per the IFAD guidelines total 40 villages (20+20) of both programme and control villages will be selected. The programme villages shall be selected on random sampling method. It is noteworthy that as per Project Design Completion Report (PDCR) of OPELIP, total 1140 villages have been identified for coverage under OPELIP. However, out of 1140 villages, 15 were found uninhabited and hence the total number of villages under coverage is 1125. In 81 villages (56 in Jashipur and 25 in Morada MPA) intervention has just started. Thus, the AOS may cover samples out of 1044 (1125-81) habitations within the geographical scope.

To make the sample representative, MPA wise random sampling procedure shall be followed to decide the villages for AOS. The 20 sample villages shall be drawn from program villages MPA wise. Since, in each sample program village 10 random household survey would be conducted it is essential that the sample program village should have more than 20 households. To make the sample villages adequate for household survey the villages having less than 20 households shall be deducted before sampling. However, considering situations if required, the pre-decided sample program villages may be changed.

Total villages = 1044 distributed under 17 MPAs. **Total eligible villages (after deducting villages having less than 20 households) = 904 distributed under 17 MPAs**

The sample control villages shall be drawn from the list of control villages covered under the baseline survey done by the OPELIP in 2018. The simple random sampling method shall be followed for selection of the control villages. In case of inadequate representation of control villages in any MPA area, the control village (reference baseline) nearest to or convenient to be covered from the sample program village shall be considered for AOS. Considering such situations sampling rectification shall be done during the field survey.

As per the AOS guideline, 10 households from each of the 40 villages will be picked up on random basis. Hence a total of 400 households shall be surveyed.

Data will be collected through primary sources and wherever required the secondary sources shall be consulted.

**Tools & technique**

The study will use Interview Schedule, Key Informant Information (KII), Focused Group Discussion (FGD), Group Discussion (GD), Observations etc. to collect the data at field level by enumerators and field coordinators.

**Data Analysis**

The data collected from primary and secondary sources will be analyzed using both qualitative and quantitative methods depending on the nature of the field data and will be interpreted through statistical tools. Quantitative analysis will involve descriptive and analytical statistics. The analyzed data shall be presented in the form of tables, diagram, Pie chart, histogram, flow charts and texts with suitable interpretations, generalization and implications. Microsoft excel tools will be used to process the data.

**Deliverables:**

The agency will submit the following deliverables after the completion of the assignment.

- a. Submission of reports (soft & hard), excel sheet, word file and photographs
- b. Sharing reports with the programme team
- c. Publication of documents/reports to be shared with the programme.
- d. Submission of completed set of all questionnaires, FGD, GD & KII copies.

**B. Required Human Resource:**

For smooth conduct of the study, there will be a team of three research personnel including 1 Consultant supported by 1 Research Assistant and 1 Data Analyst. Category wise Terms of Reference is detailed below.

Position Title	Educational Qualification and Work Experience	Activities
<b>Team Leader (1)</b>	<p><b>Education:</b> Post Graduate degree in Anthropology/ Sociology/ Tribal Studies/ Management from a recognized university. Must have proficiency in handling computers.</p> <p>Candidates having PhD Degree on related topic will be given preference.</p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of work experience (As on 1st February 2021) in the field of leading teams for research, studies, action research, monitoring and evaluation of development</li> </ul>	<p>The candidate, as Team Leader, is required to perform the following duties.</p> <ol style="list-style-type: none"> <li>1. Preparation of the study design including study methodology, tools and characterisation for conducting the study.</li> <li>2. Desk review of secondary data, literature relevant to Annual Outcome Survey of OPELIP. Coordinate with OPELIP for secondary data requirements, clarifications, etc</li> <li>3. Plan, guide and supervise Field Coordinators and Enumerators for</li> </ol>

	<p>programs, especially tribal development programs.</p> <ul style="list-style-type: none"> <li>• Candidate should have strong skills of outcome evaluation, presentation and production of reports, etc</li> </ul> <p><b>Age:</b> 45 years and above but below 60 years on 01.02.2021.</p> <p>(However, in special cases the age, educational qualification, expertise &amp; experience of the Applicant may be relaxed).</p>	<p>field work, data collection, data interpretation and other duties relevant to the study from the beginning to end. The Team Leader will also be required to visit the study area for random checks.</p> <ol style="list-style-type: none"> <li>4. Drafting of report based upon study findings and coordinate for organizing sharing workshops with OPELIP and SCSTRTI</li> <li>5. Prepare the final report incorporating observations on the draft report</li> <li>6. Any other work relevant to the study.</li> </ol>
<p><b>Field Coordinators (4)</b></p>	<p><b>Education:</b> Graduate/Postgraduate from a recognized university with relevant experience. Must have proficiency in handling computers.</p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 05 years of work experience (As on 1st Feb 2021) in the field of implementing/ monitoring/ evaluating tribal development programs.</li> <li>• Candidate should have strong skills of field research/ studies/ documentation and preparation of reports, etc</li> </ul> <p><b>Age:</b> 25 years and above but below 50 years on 01.02.2021.</p>	<p>The candidate, as Field Coordinator, is required to support the Team Leader in the following activities.</p> <ol style="list-style-type: none"> <li>1. Assistance to the Consultant for designing the survey, orientation to enumerators on including study methodology, tools for conducting the study</li> <li>2. Guide the enumerators in data collection, conduct FGD and KII, gather data from secondary sources in MPA area, cross check the data sheets and validate data.</li> <li>3. Report regularly to the Team Leader on progress of survey in the field.</li> <li>4. Drafting of observations on FGD and KII, checking the survey schedules and provide clarifications to the Team Leader.</li> <li>5. Any other work assigned relevant to the study</li> </ol>

<b>Enumerators (16)</b>	<p><b>Education:</b> Bachelor's degree from a recognized university with relevant experience. Must have proficiency in household survey.</p> <p><b>Work Experience:</b> Minimum 2 years of work experience (As on 1st Feb 2021) on conducting field surveys and data collection in tribal areas.</p> <p><b>Age:</b> 25 years and above but below 40 years on 01.02.2021.</p>	<p>The candidate, as Enumerator, is required to take up the following activities</p> <ol style="list-style-type: none"> <li>1. Make field visits for data collection using survey schedules, hold personal interviews with the key informants, conduct FGD and gather other relevant information.</li> <li>2. Assist the Field Coordinator in crosschecking of data collection formats and validate the same.</li> </ol>
<b>DEO/MIS Assistant (2)</b>	<p><b>Education:</b> PGDCA from a recognized institution.</p> <p><b>Work Experience:</b> Should have at least 2 years of experience of working in research projects/institutions, in handling data entry and assisting in preparation and computerization of research reports including assisting the researchers in statistical analysis of empirical data in research/evaluation projects including doing graphs, charts, tables etc.</p> <p><b>Age:</b> 25 years and above but below 40 years on 01.02.2021</p>	<p>The candidate as Data Entry Operator/ MIS Assistant, is required to support the Team Leader and Field Coordinators in following activities</p> <ol style="list-style-type: none"> <li>1. Developing formats for data entry under guidance of the Team Leader, undertake the data entry, prepare charts, graphs based on data analysis, and preparation of draft and final report.</li> <li>2. Making Power Point presentations</li> </ol>

**C. Remuneration/ Compensation:**

Following will be the structure of the per-diem remuneration for the AOS team members subject to satisfactory performance.

<b>Designation</b>	<b>No. of days</b>	<b>Per-diem per person @ Rs.</b>	<b>Total amount in Rs.</b>
Team Leader	45	3000/-	1,35,000/-
Field Coordinator	28	1250/-	35,000/-
Enumerator	21	750/-	15,750/-
DEO/ MIS Assistant	15	500/-	7,500/-

- Remuneration will be paid in per-diem consideration against the deliverables linked accomplishment of task as would be indicated in the mutual agreement for the study / project and TDS will be deducted as applicable, against which TDS certificate will be issued. Travel fare, TA and DA for the field visits will be paid as per the entitlements. No other allowance will be admissible.

**D. Terms of Engagement:**

- a) The positions are purely assignment based in nature and co terminus with the study duration.
- b) The selected candidate will be given contract as per the tenure mentioned above vis-à-vis the position
- c) The candidate will work under the direct supervision of Team Leader of AOS project/ Nodal Officer of SCSTRTI/ and Advisor cum Director SCSTRTI and Special Secretary to Government and will be placed in the office of SCSTRTI.
- d) The Candidate will have to travel to study locations/ MPAs in different districts as per requirement.

**E. Mode of Selection:**

The selection will be done by review of the candidates' Application forms. The applicants will be short listed based on the minimum eligibility criteria as indicated in the qualification and work experience requirements. However, in special cases the age, educational qualification, expertise & experience of the applicant may be relaxed.