



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)

ST & SC Development Department, Govt. of Odisha, TDCCOL Building, 2nd Floor, Bhoi Nagar,

Bhubaneswar, Tel: (91) 674 - 2542709 , Email: support@opelip.org

Notice No. 2350 Date: 12-04-2021



Engagement of Consultants in PMU, OPELIP

Applications are invited from interested candidates for hiring of consultants to be engaged as “Veterinary Officer” and “Procurement Officer” on purely temporary, project based and co-terminus with the Programme in Programme Management Unit (PMU), Odisha PVTG Empowerment & Livelihoods Improvement Programme, 2nd Floor, TDCCOL Building, Rupali square, Bhoi Nagar, Bhubaneswar-751022. The detailed ToR along with prescribed application format is available at our official website www.opelip.org. The application completed in all respect should reach to the undersigned by Speed Post/Regd. Post only on or before 27.04-2021 by 4:00 pm.
Sd/-

Programme Director

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
(OPELIP)



APPLICATION FORM

| | | |
|-----------------------------|--|---|
| Position applied for | | Paste recent Passport size photograph here |
| Date of application | | |

1. Personal Details

| | | |
|---|------------------|----------------|
| Name of the Candidate (Ms, Miss, Mrs, Mr) | (First Name) | (Surname) |
| Address | <u>Permanent</u> | <u>Present</u> |
| Mobile: | | |
| Telephone - Residence | | |
| Telephone Office | | |
| Email address | | |
| Date of Birth | | |
| Category (ST/SC/General) | | |
| Sex: (Male/ Female) | | |

2. Education Qualification (10th Standard onwards)

| Qualification | Institution | Subjects | Year of Completion | Division/ Grade |
|---------------|-------------|----------|--------------------|-----------------|
| | | | | |
| | | | | |
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Other trainings / qualifications including relevant short training courses

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6. **Reference:** (Two person with whom you are professionally reported)

| Reference 1 | Reference 2 |
|-------------|-------------|
| | |

Declaration:

I do hereby declare that all statements made in the application form 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 any further notice.

Date:

Place:

Signature of the Applicant

Veterinary Officer

Qualification: The Veterinary Officer should be M.V. Sc. & A.H. (Veterinary Science / Animal Science / Poultry Science / Livestock Production & Management) / M.Sc (Dairying) in Livestock Production & Management or equivalent from a recognised university / reputed National institutes

Experience:

- The Veterinary Officer should have minimum 5 years of experience of managing poultry, goat rearing projects etc. programmes in Govt. / Semi Govt. / Spl. Projects / Cooperatives and working knowledge of MS Office is essential. Candidates having worked in relevant area with exposure to tribal development / welfare will be given preference.
- Ability to write and communicate in English.
- Ability to write and communicate in a regional language would be preferred.

Age limit:

- Maximum 55 years; upper age relaxable by 5 years for exceptionally experienced candidate.

Preferred Skills:

- Good written and verbal communication skills
- Computer literacy general MS package
- Current information on relevant developments on livestock development
- Proficient in computer based spread sheets for data analysis
- Proactive, work with minimum supervision, and as a team builder

Job description

- i) Assisting the PMU & MPAs on Livestock and Animal Husbandry Development especially under goaterly, poultry, dairy, duckery and pisci culture activities by formulation of suitable projects for OPELIP and implementation of the same.
- ii) Imparting CB programme to different stakeholders like LI, CSP and preparation of relevant training material in the above livestock sectors.
- iii) Conceptualize and develop projects based on poultry, goat rearing etc.;
- iv) Preparation / Consolidation of Annual Work / Action Plans livestock development submitted by MPAs along with Budget;
- v) Scrutinize proposals received from implementing agencies viz. MPAs and recommend for approval;
- vi) Provide technical assistance in terms of breed improvement, poultry feed production and management, procurement of animals, best practices in livestock development etc.;
- vii) Design and implement monitoring and evaluation system for livestock project
- viii) Coordinate with FNGOs, CBOs & Govt. Depts. for implementation of projects; Monitor work of the implementing agencies including those based on the field level inspection / observation and ensure successful implementation of projects;
- ix) Collection of relevant information and Documentation of Best Practices.
- x) Periodic visit to project locations to facilitate project implementation
- xi) To perform any other relevant work related to the project assigned by the Programme Director.

Consolidated Remuneration:

Rs.50,000.00 per month

Procurement Officer: The incumbent will report to the Deputy Project Director of OPELIP.

Qualification:

- Master Degree in Commerce, MBA(Finance), MFC from recognized university/institutes of repute having regular course . Post Graduate Diploma in Material/Supply Management is desirable .

Experience:

- Minimum Post qualification, minimum three (3) years of professional experience in international and national bidding procedure, procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Request for Proposal and bidding document for procurement of consultant services, goods and works. Preference will be given for experience in handling World Bank/UN Agencies procurement procedures. Thorough knowledge of procurement procedures of International Financial Institution financed projects and good procurement skills.
- Ability to write and communicate in English.
- Ability to write and communicate in a regional language would be preferred.
- Age limit: Maximum 55 years; upper age relaxable by 5 years for exceptionally experienced candidate.

Preferred Skills:

- Good written and verbal communication skills
- Computer literacy general MS package
- Current information on relevant legal provisions related to transparency and arbitration.
- Proficient in computer based spread sheets for data analysis
- Proactive, work with minimum supervision, and as a team builder

Job Description

- i. To update project procurement manual of OPELIP for approval by State Level Monitoring Committee and IFAD. Prepare and include relevant Community Procurement Guidelines and formats and include in the PIM, as per IFAD procurement guidelines.
- ii. To prepare Procurement Plan of the project in line with the Annual Work Plan and Budget (AWPB) and ensure that the Procurement Plan is continuously updated in accordance with the procedure agreed with IFAD.
- iii. To liaise with IFAD procurement staff for clarifications/follow up.
- iv. To co-ordinate with concerned subject matter specialists on procurement matters, especially preparation of TOR, technical specification etc.
- v. To collaborate closely with Deputy Project Director for preparing advertisements, short listing, bidding documents, evaluation, letters of awards,

- draft contracts etc. in the procurement of good/works and services including consultancies.
- vi. To co-ordinate with Deputy Project Director, regarding submission of advertisements bidding documents, letters of invitation, evaluation reports, contracts, etc.
 - vii. To facilitate/assist in getting no objection certificate (NOC) from IFAD wherever required for those items subject to prior review.
 - viii. As a permanent member of the Procurement Committee, ensure that the IFAD Procurement Guidelines, Procurement Handbook and related Policy on Fraud and Corruption are diligently followed and inform the other Procurement Committee members about the compliance requirements.
 - ix. Co-ordinate with project team, to organize and support evaluation committees for prompt evaluation of bids, and prepare the procurement evaluation reports for review and approval of the procurement committee.
 - x. Responsible for receiving and securely storing the bids/quotations/proposals till opening/evaluation and for correct filing of procurement bids.
 - xi. To ensure updating the procurement and non-procurement dossiers in NOTUS till the workflow is completed. NOTUS is the only tracking system developed by IFAD for prior review.
 - xii. To make necessary arrangement for contract signatures.
 - xiii. To maintain Contract Management forms as per the formats of IFAD and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitor the contractual provisions for compliance.
 - xiv. To keep progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any, and report these to the Project Director and Deputy Project Director.
 - xv. To liaison with any other appropriate authority for any complaints/dispute among the parties relating to procurement.
 - xvi. To ensure that the documentation, approvals and relevant securities are maintained for each of the procurement action separately.
 - xvii. To assist the DPD for placement of various documents/papers before Project Monitoring Committee for review and approval, all types of audits of procurement activities, post review of IFAD etc.
 - xviii. To provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions;
 - xix. To perform any other relevant work related to the project assigned by the Project Director.

Consolidated Remuneration: Rs.50,000.00 per month