TERMS OF REFERENCE –
REGIONAL REPRESENTATIVE – NORTH EAST- DDU-GKY

1. Context:

Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the DDU-GKY i.e. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (erstwhile Aajeevika Skills Program). DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 15-35 years.

DDU-GKY is unique in its design under the National Rural Livelihood Mission (NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with MORD at the apex as the policy making, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions as the state level nodal implementation support agencies and Project Implementation Agencies (PIA) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SRLMs/SSMs in driving the program delivery, its quality and outcomes.

Central to any Organisation is the training delivery across the stakeholders to build training capacity of the ecosystem to enhance the effectiveness. Setting up standards and ensuring adherence of standards across all clusters and other stakeholders and their effective implementation is yet another imperative of DDU-GKY.

To address the above stated requirements the DDU-GKY requires the services of
i. Regional Representative – North East/Level 2

2. **OBJECTIVES OF THE ASSIGNMENT**

The Regional Representative (RR) will be primarily responsible for effective implementation of DDU-GKY in the North east region. The Regional Representative will coordinate, facilitate and also provide capacity building support to the states in the region. S/he will work towards attainment of the results envisaged under the program to the required standards of quality and as per the approved policy.

3. **SCOPE OF WORK**

The consultant to support following activities:

1. **Key Results to be achieved are**
   a. Drive achievement of skill training and placement targets.
   b. Make DDU-GKY the most credible and preferred skill training program for eligible youth, training partners and employers.
   c. Ensure 100% adherence to Standard Operating Procedures in the region

Duties and Responsibilities:

Under the guidance and supervision of the Director Skills, the Regional Representative has the responsibility for the following tasks:

1. **Ensure effective implementation of DDU-GKY in the NE states through:**
   - Identification of skill training projects and training partners for approval of proposals by SRLM.
   - Ensure and monitor timely and standards-led implementation of approved projects.
   - Build capacity of SMMU/SRLM staff through support of CTSA.
   - Build capacity of PIAs through the support of CTSA.
   - Undertake regular monitoring of projects being implemented by the SRLM’s.
   - Design and undertake surveys to evaluate effectiveness of interventions.
• Coordinate and liaise with the state government on programmatic issues.
• Coordinate and liaise with MoRD.
• Any other task required to achieve efficient and effective results.

2. Ensure effective technical and capacity building support to the State Rural Livelihood Missions (SRLM) responsible for rolling out of DDU-GKY in the NE states. Specific tasks include:

• Liaise with the state government for effective functioning of SRLM / State Skills Mission (SSM) responsible for implementing DDU-GKY.
• Facilitate staffing, build and nurture effective sensitive support teams at various levels; in the state in line with the DDU-GKY guidelines.
• Facilitate capacity building support to the staff of SRLM and Communities (members, leaders, cadres and institutions) at multiple levels in various ways;
• Facilitate SRLM in developing and fine-tuning of programme strategies for social mobilization & institution building, placements including development of key institutional processes relating to training, partnership management, development of Annual Action Plans and State Perspective Plans.
• Facilitate SRLM in conducting skills gap analysis, job melas, employers meet and similar activities necessary to ensure required employment to the rural youth of the region.
• Be the link between NMMU-MoRD and SRLM.

3. Perform any other related tasks consistent with the level of the post and/or assigned by the competent authority

4. Skills and Competencies

- Job Knowledge/Technical Expertise

• Knowledge about India’s development administration systems.
• Good understanding of development issues such as human development, inclusive development, gender, participation.
• Good understanding of management issues relating to Human resource Management, budgeting, partnership management for development projects.
• Good communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment.
• Building Strategic Partnerships
  Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively
• Strong networks across diverse sectors at leadership levels.
• Result-orientation and ability to develop strategic approaches.
• Identifies problems and propose solutions.
• Demonstrates extremely strong influencing and facilitation skills.
• Promoting Organizational Learning and Knowledge Sharing
• Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
• Builds staff competence, creating an environment of creativity and innovation
• Shares knowledge across the organisation.
• Strong written and oral communication skills.
• Self-driven with high capacity for autonomous work with the ability to be a team player.
• Ability to work under pressure and tight deadline.
• The candidate shall have integrity, strong work ethic and high sense of personal commitment.
• The job requires frequent and extensive travel to the north eastern states.
• Fluency in English and Hindi is essential. Knowledge of language(s) spoken in the north eastern states would be an asset.

5. MINIMUM ELIGIBILITY CRITERIA

The successful candidate will have the following qualifications:
  1. Post Graduate degree in Economics, Social Sciences, Law, Political Science, Other sciences, Rural Development, Development Studies or related field
  2. Experience more than 10 years of experience at the state or national level in the development sector, livelihoods, skill development and/or related fields. Knowledge and familiarity with the region will be desirable.

6. SCHEDULE & LOCATION

The 'Regional Representative - North East' shall be appointed as on contract for one year and based on the performance the employment shall be extended further. The Regional Representative shall be based at Guwahati and may be required to travel to other offices in States as required.
7. REPORTING

The Regional Representative -North East shall report directly to:
JS – Skills, DDU-GKY
7th Floor, NDCC-II Building
Jai Singh Road,
New Delhi-110001

Or to any other person assigned by JS (Skills).

8. MAXIMUM AGE LIMIT

Age of candidate should not be more than 45 years as on 01-08-2018.

Remuneration for the role will be minimum Rs. 1,00,000/- per month as per Qualification and experience. Please apply by sending your latest CV to nrlm.advt@gmail.com. The last date of submission of CVs is 5th September 2018.

Please note that the applications not furnished in the prescribed format are liable to be rejected.