



**Information Relating to Contractual Engagement of  
Programme Coordinator for Action Research Project for Holistic & Sustainable Development  
through institutional strengthening of Gram Panchayats (GP)  
and enablement of quality GP Development Plans (GPDP)  
(100+ Clusters Development Programme)**

**Advt.No. 100CDP/Dec-2019/01**

**(A). Eligibility Criteria for Selection of Programme Coordinator**

1. Post Graduate in Economics, Rural Development, Rural Management, Political Science, Sociology, Social Work, Development Studies and similar disciplines (the term on PG degree may be relaxed in case of Engineering graduates) from any recognized university.
2. Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in any of the above-mentioned disciplines; and 50% marks at Post Graduation level in any of the above-mentioned disciplines.
3. Sound knowledge about structure, functions, roles and responsibilities of Gram Panchayats (GP).
4. Proficiency in Capacity Building & Participatory Training, participatory planning, mentoring and monitoring.
5. Five years' first-hand experience of having worked on Capacity Building & Training, improving governance and participatory planning in respect of GPs.
6. Prior experience and managerial skills to lead, mentor and support a team of Young Fellows or coordinators.
7. Proficiency in writing and speaking English, Telugu and Hindi.
8. Experience and keenness to undertake extensive travels in remote areas of Andhra Pradesh.
9. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of Gram Panchayats (GP) and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
10. Keenness to undergo thorough induction level training to be organised by the NIRDPR and pass the standards to be set for eligibility for final deployment.
11. Soft skills including proficiency in MS Office (at least Word, Excel & PowerPoint) and capacity for online reporting.
12. Capacity to work for prolonged hours.
13. Age: 30-50 years as on 01/01/2020.
14. Relaxation in academic standards and other eligibilities may be considered in very exceptional cases as per discretion of authority.

**(B). Tasks to be performed by Programme Coordinators (reporting to Project Lead Consultant at the National Level)**

1. To coordinate with the State Panchayati Raj Department of the State Government, SIRD&PR/Nodal Institution for GPDP,ETC/PTC/DTC/DPRC etc., District and Block administration, Corporates/CSOs/NGOs and other partner organisations and Panchayat bodies in the assigned State(s) and obtain their support in effective implementation of the Action Research Project in Andhra Pradesh.
2. To train, guide and mentor the Young Fellows on all aspects of Panchayats & Rural Development and implementation of the Action Research Project and also to monitor their activities and performance.
3. To guide the team of trainers for training of Elected Representatives and functionaries of GPs under the Clusters of GPs in the State of Andhra Pradesh on institutional capacity issues, improving go-

vernance and participatory planning and also to demonstrate to them application of participatory tools and techniques in the field for quality GPDP.

4. To guide the GPs under the Clusters and upper tier Panchayats, District and Block administration in planning and implementation of IEC Plan to enhance participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRD&PR/Nodal Institution of the State for GPDP, Corporates/CSOs/NGOs/CBOs/ SHGs and other stakeholders.
5. To guide the GPs under the Clusters in organizing effective Gram Sabhas, collection of Primary and Secondary data, situation analysis and in preparation of Development Status Report by each of the GPs under the Clusters.
6. To guide the GPs under the Clusters in application of Panchayat Enterprise Suites including Plan-Plus and ActionSoft.
7. To guide the GPs under the Clusters in prioritisation and selection of activities based on needs expressed by villagers in Gram Sabhas and in preparation of draft GPDP & Budget.
8. To guide and coordinate with Beacon Panchayat Leaders to be deployed under the Action Research Project from time to time.
9. To guide the GPs in adding exemplary values related to intense ownership and participation of communities in planning and implementation process, focusing on human development, social development, SDG compliance, transparency, accountability etc.
10. To travel extensively in geographically separated remote Clusters and supervise project related activities to ensure sustained progress and ensure quality of outputs.
11. To monitor the progress and assess the quality of implementation of the Action Research Project and to intervene in solving even unforeseen problems and removing bottlenecks in implementation of the Action Research Project.
12. To suggest measures for improving the quality of implementation of the Action Research Project and augmenting the outcomes.
13. To prepare and submit progress report to the reporting authority and also the major stakeholders in the State.
14. To discharge such other responsibilities as may be assigned from time to time by the Project authorities for successful implementation of the Project.

**(C). Tenure of Contractual Engagement**

Tenure of contractual engagement will be one year for the present - may be extended up to three years on satisfactory performance of the incumbent, subject to continuation of the Project and discretion of authority.

**(D). Monthly Consolidated Remuneration**

- (a). Consolidated remuneration of Rs.50,000/- (Rupees fifty thousand) only per month.
- (b). Actual cost of travel and subsistence for official tour at approved rates and as per norms of the NIRD&PR

**(E). Other Conditions of the Job**

The other conditions of the job e.g. leave, travel entitlement etc. will be regulated by the rules and norms of the NIRDPR.