

Applications are invited from eligible candidates for engagement in different positions as detailed below for the FAO-GEF assisted Green Agriculture Project to be implemented in Similipal Bio-sphere area. The positions are purely contractual & coterminous with the project.

Sl. No.	Job title/ Position	Nos. of Position	Duty Station	Monthly Remuneration
1.	SPMU-State Technical Coordinator	1	SPMU Office, Bhubaneswar	1,00,000 INR per month (consolidated)
2.	SPMU-Administration & Operations Officer	1	SPMU Office, Bhubaneswar	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
3.	SPMU-Budget & Finance Officer	1	SPMU Office, Bhubaneswar	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
4.	SPMU-Communication Officer	1	SPMU Office, Bhubaneswar	50,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
5.	SPMU-Office Assistant	1	SPMU Office, Bhubaneswar	20,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
6.	SPMU-Office Attendant	1	SPMU Office, Bhubaneswar	10,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
7.	GLIU- Team Leader &NRM Expert	1	GLIU Office, Baripada	50,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
8.	GLIU- Administration & Operations Officer	1	GLIU Office, Baripada	30,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
9.	GLIU-Budget & Finance Officer	1	GLIU Office, Baripada	30,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
10.	GLIU-Animal Husbandry Expert	1	GLIU Office, Baripada	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
11.	GLIU- Rural Livelihoods &Community Institutions Expert	1	GLIU Office, Baripada	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
12.	GLIU-FFS Expert	1	GLIU Office, Baripada	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
13.	GLIU-Gender and Social Inclusion Expert	1	GLIU Office, Baripada	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator

14.	GLIU-MIS Expert	1	GLIU Office, Baripada	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
15.	GLIU-Office Assistant	1	GLIU Office, Baripada	20,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
16.	GLIU- Office Attendant	1	GLIU Office, Baripada	10,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator

Interested candidates may apply with complete CV in prescribed format, self-attested photocopies of certificates towards educational qualifications & experiences along with a passport size photograph to the Director, IMAGE, Siripur, Bhubaneswar-751003 on or before 20.06.2020. Women candidates are encouraged to apply.

General Instructions to Candidates:

FAO is a partner agency of the Global Environment Facility (GEF), to address the world's most challenging environmental issues related to biodiversity, climate change, land degradation, chemicals, and international waters. GEF provides grants to countries to meet these challenges whilst contributing to key development goals, such as food security.

In this context, FAO India is currently initiating the implementation of the "Green-Ag: Transforming Indian agriculture for global environmental benefits and the conservation of critical biodiversity and forest landscapes" Project under the GEF -6 cycle. This project will focus on five states (Rajasthan, Madhya Pradesh, Mizoram, Odisha, and Uttarakhand). It seeks to harmonize priorities and investments between India's agricultural and environmental sectors so that national and global environmental benefits can be fully realized without compromising India's ability to provide and develop rural livelihoods and meet its food and nutrition security and social (particularly gender) goals.

The project will be implemented through two components. The first component will strengthen the enabling framework and institutional structures to mainstream bio-diversity (BD), sustainable land management (SLM), climate change mitigation (CCM) and sustainable forest management (SFM) policies, priorities and practices into India's agricultural sector, while the second component will demonstrate replicable "Improved agricultural and conservation practices".

The project will provide an evidential basis for transformational policy change across India's agricultural landscape and global conservation objectives are envisaged to be fully mainstreamed within the production landscape of the project sites in policy and practice. Partnerships between agencies at both the national and state level responsible for agricultural production and conservation will be much better coordinated to identify, engage, and monitor cooperative conservation practices effectively. Further, decision-makers will have the tools required to generate agricultural policies that more fully reflect environmental concerns and innovative practices, and priority conservation landscapes across India will benefit from heightened levels of response, intervention, and innovative policy support.

The project will work at the national, state and landscape levels. In Odisha it will be implemented in Similipal Biosphere of Mayurbhanj District. The Project duration is 6 years. For operationalization Director, Soil Conservation and Watershed Development has been notified as Nodal Officer for the project in Odisha. Two entities namely State Project Management Unit at Bhubaneswar and Green Landscape Implementation Unit at Baripada will be established for implementation for project activities. Institute on Management of Agricultural Extension (IMAGE), Siripur, Bhubaneswar being identified as Operational Partner (OP) of FAO for project

implementation. OP i.e, IMAGE invites applications from eligible candidates for engagement in different positions of SPMU & GLIU to be established under the FAO-GEF assisted Green Agriculture Project.

The positions are purely contractual and will be at a consolidated monthly remuneration. The engagements will be for one year or closure of the project whichever is earlier from the date of joining, which may be extended on a yearly basis subjected to project continuance and satisfactory performance of the candidate. The engaged persons will be subjected to and will abide by the Conduct Rules applicable to the Government Servants of Odisha. Other allowances such as Dearness Allowance, House Rent Allowance and Medical Allowances etc. will not be applicable for these positions. Travelling Allowance/ Daily Allowance as per norms approved for Odisha State Government Employees will be applicable and for this purpose the consolidated remuneration shall be reckoned as the basic pay to determine the admissibility and transport for their tours. For outside tours, the approval of the Nodal Officer shall be obtained. These positions will be entitled to only Casual leave as applicable to State Government Servant and not for any other kind of leave. The engaged personnel if desires to resign from the assignment, She/He has to give 1 (One) months' notice to Director, IMAGE. The engagement can, however, be terminated at any time without assigning any reason whatsoever. Neither the Government of India nor Government of Odisha nor IMAGE nor FAO will be responsible for such disengagement.

Interested candidates **with age not more than 64 years as on 1st March 2020** may apply with complete CV in prescribed format, self-attested photocopies of documents towards proof of identity, residence, educational qualifications, experiences & other achievements along with a passport size photograph to the Director, IMAGE, Siripur, Bhubaneswar-751003 on or before 20.06.2020 through Speed Post/ Registered Post only. The documents sent through any mode other than Speed Post/ Registered Post shall not be accepted. Applications received after due date will not be taken into consideration.

It will be the prerogative of the candidate to ensure, they have shared their email and phone numbers correctly.

Selection process

The selection process has 3 levels for each position

- 1) CV screening and short listing
- 2) Written examination of the shortlisted candidates
- 3) Personnel interview

1) CV screening and Short listing:

- CV of the applicants fulfilling the Minimum Eligibility Criteria (MEC) will only be considered for filtering & short listing.
- Filtering Criteria (FC) will be used in the cases where the no of applications shortlisted under Minimum Eligibility Criteria (MEC) are more than 25 for a particular position.
- The Minimum Eligibility Criteria (MEC)&Filtering Criteria (FC) will be based on the educational qualifications, experiences, languages and other eligibility parameters as per ToRs of specific position.
- Shortlisted candidates will be informed through email by IMAGE regarding their application being shortlisted for relevant position.

2) Written Examination:

- The CV shortlisted candidates will be intimated by email preferably seven days before the written exam.
- Written examination will be conducted at IMAGE. Necessary intimation on examination venue, in case of any change, will be intimated to the shortlisted candidates through e-mail.
- Verification of the applicants as to identity before entry for written exam will be conducted.

- FAO will conduct the online/ offline written examination, as the case may be, for different SPMU & GLIU positions, at the examination venue.
- If internet connection will be available; FAO will send the written exam question *link* to the shortlisted candidates via email. The *link* provided by FAO with the question will become live at the time of the exam for exact duration of the examination. In that duration, candidates will write the answer and attached the response in an email to FAO and the IMAGE.
- If internet connection will not be available or will be intermittent, alternate provisions will be made by FAO for such written examination.
- There is no prescribed syllabus for the questions. However the questions will be relevant to and commensurate with the required skills and qualifications of the applied positions ToR.
- Evaluation of written examination will be conducted by FAO.
- Based on the scoring, only the top 5 scoring candidates per position will be shortlisted for the interview.
- Interview will be held at IMAGE.
- Information on interview to selected candidates will be shared by email.
- It will be the prerogative of the candidate to ensure, they have shared their email and phone numbers correctly.

3) Personal Interview:

- Interview process will be direct personnel interview with a panel of at least five members depending on the requirement of the position.
- Weighted scoring is used for scoring interviews.

A rank list based on the score will be prepared, valid for one year to be used in case of non-availability of the top score candidate. The interviewed candidates will be communicated about their ranks through email and the rank list will be displayed at notice boards of IMAGE, Department of Agriculture & Farmers' Empowerment, OUAT, Directorate of Soil Conservation & Watershed Development, Odisha and Departmental Website www.agriodisha.nic.in .

For any query related to shortlisting or selection, candidates may personally contact at IMAGE, Siripur, Bhubaneswar-751003.

NOTES FOR CANDIDATES:

- Candidates' identity will be verified using a Government issued ID card (Aadhaar Card/ Electro Photo Identity Card/ PAN Card/ Driving License/ Passport) during written examination and interview.
- Candidates will arrive at Examination Centre at least sixty minutes before examination starts.
- Candidates must check that their computer systems are working and can change their systems before the start of the examination.
- Cell phones and any other electronic gadgets are not allowed inside the Examination hall. Keeping of cell phone with self and taking of calls during examination will result in disqualification.
- Written examination results will be shared only with the successful candidates via email. Candidates must re-check their email and phone number in the shortlist during the written examination and ensure they are correct. Candidates must alert Invigilators immediately to make corrections to the email address of candidates, before the written examination starts.
- Candidates selected for interview will bring their original certificates of academic qualifications and proof towards date of birth during the personal interview for verification.
- Candidates finally selected will be contacted through email. No queries through e-mail/ phone from unselected candidates will be entertained. However, for any query related to shortlisting or selection, candidates may personally contact at IMAGE, Siripur, Bhubaneswar-751003.
- Candidates finally selected will submit police verification certificate and medical certificate before finalizing contract.

**TOR for engagement of State Technical Coordinator in State Project
Management Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

SPMU- State Technical Coordinator

1. Number of position : **1 (One)**
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration : 1,00,000 INR per month(consolidated)
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Master's Degree in Natural Resource Management/ Forestry/ Agriculture /Agribusiness/ Allied Sciences.
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 8 years of experience in Agricultural, Environmental Management or related fields.
 - Written, analytical, documentation, presentation and reporting skills & demonstrated computing skills using MS Office software.
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects.
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and/ or vernacular languages.
6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with the Director, IMAGE & National Technical Coordinator, NPMU the State Technical Coordinator will undertake the following duties.
 - 6.1. Compliment the technical skills of the State Nodal Agency to implement and meet the project objective in the particular state (Agro biodiversity/ grassland management/ livestock expert).
 - 6.2. Represent the project in all meetings and fora, as required.
 - 6.3. Assist the SNO in overall SPMU management.
 - 6.4. Mobilize technical expertise as and when required.
 - 6.5. Ensure strong technical quality assurance of project's reports outputs and outcomes based on global, national and state-level best practices.
 - 6.6. Ensure strong linkages between different technical components and technical reports of the project.
 - 6.7. Coordinate with FAO Lead Technical Officer (LTO), and other National Experts.
 - 6.8. Prepare Project Implementation Report, mid-term and final evaluation reports.
 - 6.9. Facilitate landscape-level planning and document lessons learnt.

- 6.10. Coordinate with the District Collector and the Technical Support Group (TSG).
- 6.11. Monitor GLIU.
- 6.12. Support the preparation and implementation of State Annual Work Plans and Budget (S-AWP/B).
- 6.13. Support the implementation of project developed monitoring and evaluation system to monitor project outputs and outcomes.
- 6.14. Coordinate with the project M&E expert to assist in data collection for baseline, mid-term and end term evaluations and, reporting on the GEF tracking tool for the relevant project landscapes.
- 6.15. Facilitates capacity building for the project.
- 6.16. Prepare all documentation for recruiting, monitoring and administering GLIU.
- 6.17. Liaise with SBB for coordination with BMCs and TSG.
- 6.18. Coordinate policy analysis at state-level.
- 6.19. Coordinate in the finalization of ToRs for hiring of subject matter experts
- 6.20. Undertake any other duties, as required

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Administration and Operations Officer in State
Project Management Unit of FAO-GEF assisted Green Agriculture
Project in Odisha**

SPMU- Administration and Operations Officer

1. Number of position : **1 (One)**
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration : 40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's/ Master's Degree in Finance & Accounting /Business Administration
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience
 - Previous experience in general project/ office operational activities
 - Strong skills in word processing and spreadsheet software computer.
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects.
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and/ or vernacular languages.
6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Administration and Operation Officer will undertake the following duties.
 - 6.1. Data entry and administration support to SPMU.
 - 6.2. Type, format and draft routine correspondence as required.
 - 6.3. Maintain leave records, personnel files of project staff and office files both related to programs and administration.
 - 6.4. Ensure availability of office supplies and appropriate maintenance of project office equipment and maintain inventory of equipment. Procurement of goods will be made in the best interest of the office and with approval from the State Technical Coordinator.

- 6.5. Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities).
- 6.6. Assist in preparation of layouts using DTP software for various publications and reports related to the project.
- 6.7. Supervise and coordinate missions to the project landscape.
- 6.8. Undertake any other duties, as required.

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Budget and Finance Officer in State Project
Management Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

SPMU- Budget and Finance Officer

1. Number of position : 1 (One)
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration : 40,000 INR per month (consolidated) with annual performance incentives @5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance

5. Essential Qualification

5.1 Educational:

- 5.1.1 Bachelor's/ Master's degree in Finance &Accounting/ Business Administration.

5.2 Experience

5.2.1 Essential:

- Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in an accounting position,
- Good financial planning, budgeting & control capacities of complex field programmes
- Experience in documentation and presentation using MS Office software.
- Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects.
- Oral, written and presentation skills in English

- 5.2.2 Desirable: Working knowledge of Odia and/ or vernacular languages.

6. Expected deliverables: - Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Budget and Finance Officer will undertake the following duties.

- 6.1 Prepare and provide financial reports as per FAO requirements.
- 6.2 Prepare and obtain approval from FAO for all documentation needed to hire consultancy services and limited acquisition of equipment necessary to provide the services, ensuring that procurement processes comply with the Operational Partners Agreement.
- 6.3 Maintain accounting and financial controls, including adequate support documentation, filing systems for verification by FAO and external auditors, and ensure compliance with all FAO monitoring and financial reporting requirements as established in the Operational Partners Agreement between FAO and OP.

- 6.4 Work closely with SNO to ensure smooth and timely fund flow to the GLIUs.
- 6.5 Supervise the GLIU Budget and Finance Officer.
- 6.6 Coordinate with NPMU and GLIU Budget and Finance Officers for timely compilation of reports and expenditure statements.
- 6.7 Provide information on co-financing to the NPMU.
- 6.8 Coordinate with vendors for obtaining quotations for procurement, AMCs (Annual Maintenance Contracts), printing and publication of documents, reports, brochures, photocopying and any other jobs. Procurement of goods will be made in the best interest of the office and with approval from the Team Leader.
- 6.9 Process travel requests and payments into the system, based on the travel claims of SPMU and GLIU.
- 6.10 Process equipment requests for projects and release of payments.
- 6.11 Manage double entry accounting system for SPMU and GLIU related financial transactions.
- 6.12 Assist the State Technical Coordinator in the recruitment process and issuance of contracts.
- 6.13 Verify availability of funds under each budget line; and ensure that project expenditures are in accordance with approved/available budgets.
- 6.14 Manage project financial records and monitor project accounts on a daily basis in close coordination with the Team Leader and FAOR Office
- 6.15 Assist the NPMU and Budget Holder (BH) office in the implementation of the Risk Mitigation and Assurance Plan as required under the Operational Partners Agreement;
- 6.16 Prepare and submit financial reports to NPMU on a monthly basis;
- 6.17 Assist the State Technical Coordinator in preparation of annual budgets for the project;
- 6.18 Manage the office's petty cash and cash box;
- 6.19 Undertake any other duties, as required

7. Key Performance Indicators:-

<p>Expected Outputs</p> <ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<p>Required Completion Dates</p> <ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.
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**TOR for engagement of Communication Officer in State Project Management
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

SPMU- Communication Officer

1. Number of position : **1 (One)**
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration : 50,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's/ Master's degree in Communications/Journalism & Mass Communication/Information Science
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience of web publishing, information management & multimedia applications in the field related to Agriculture, Forestry, Livestock and Development Sector.
 - Experience of working with vernacular media, organizing media events and providing media support for thematic events.
 - Experience of preparing IEC products such as newsletter, brochures, coffee table books.
 - Experience with photography and graphic designing software.
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects.
 - Oral, written and presentation skills in English.
 - 5.2.2 Desirable:
 - Working knowledge of Odia and / or vernacular languages.
 - Previous experience of utilizing information management methodologies such as Information & Communication Technologies for Development (ICT4D).
6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Communication Officer will undertake the following duties.
 - 6.1. Document and disseminate lessons learnt, including case studies (both project and other relevant experiences) and findings from Green landscape impact monitoring.

- 6.2. Prepare periodic updates to SSC members on project progress in the Green Landscape within the state.
- 6.3. Facilitate knowledge sharing within states, between project states, and other stakeholders nationally and internationally through dissemination of information using existing government portals as well as through organization of special seminars, workshops, events, and audio-visual material.
- 6.4. Coordinate publication of relevant positioners, articles, and reports in English and respective state languages.
- 6.5. Undertake any other duties, as required

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Office Assistant in State Project Management
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

SPMU- Office Assistant

1. Number of position : **1 (One)**
2. Duty Station :SPMU Office, Bhubaneswar
3. Monthly Remuneration : 20,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's degree with PGDCA
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 1 year of responsible secretarial/ clerical experience
 - Experience in office management/ general administration
 - Basic Computer literacy, knowledge of MS Office applications, internet & office technology equipment.
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages
6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Office Assistant will undertake the following duties.
 - 6.1. Type, format and draft routine correspondence as required.
 - 6.2. Receive, screen and direct telephone calls and visitors; and respond to routine internal and external enquiries.
 - 6.3. Maintain communications and correspondence logs for all incoming and outgoing communication.
 - 6.4. Assist with arranging travels, transport, logistics, accommodation and documents.
 - 6.5. Undertake any other duties, as required.
7. **Key Performance Indicators:-**

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Office Attendant in State Project Management
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

SPMU-Office Attendant

1. Number of position : **1 (One)**
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration:10,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Matriculate (10th Pass)
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 1 year of experience in secretarial/ office management support services.
 - Working knowledge of Odia.
 - 5.2.2 Desirable:
 - Working knowledge of English and / or vernacular languages
6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Office Attendant will undertake the following duties.
 - 6.1. Greeting visitors and providing relevant and accurate information
 - 6.2. Scheduling and tracking appointments for the top management personnel
 - 6.3. Intimating the person when his or her visitors arrive
 - 6.4. Handling the telephone and taking messages
 - 6.5. Sorting and distributing the incoming mails
 - 6.6. Sending out the external mails
 - 6.7. Sending and receiving faxes
 - 6.8. Handling internal communications, such as office memos
 - 6.9. Cleaning of office rooms
 - 6.10. Undertake any other duties, as required

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Team Leader & NRM Expert in Green Landscape
Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

GLIU- Team Leader & NRM Expert

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 50,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Master's degree or equivalent in Environment Management/ Natural Resources Management/ Agriculture Engineering/ Agriculture/ Horticulture/ Forestry.
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 5 years of demonstrable experience of implementing biodiversity conservation or sustainable land management projects at grass root level
 - Experience in project planning, implementation, monitoring and evaluation related to Biodiversity Conservation (including conservation and mainstreaming of agro biodiversity) and sustainable land management at landscape level
 - Proven experience in participatory processes and dialogue facilitation between Government, development partners, private sector and civil society and community
 - Good analytical and report writing skills
 - Experience in documentation and presentation using MS Office software.
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable:
 - Understanding of Ex-Ante Carbon Balance Tool and Carbon Monitoring
 - Working knowledge of Odia and/ or vernacular languages.

6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Team Leader & NRM Expert will undertake the following duties.
- 6.1. Provide technical support in the design and implementation of Field Schools on Landscape Governance
 - 6.2. Provide backstopping to Green Landscape Implementation Platform
 - 6.3. Coordinate the Training of Trainers in the Green landscape Field Schools
 - 6.4. Coordinate development of Green Landscape Field Schools monitoring and impact indicator formats, and design Livestock Field School protocols, tools, and methods.
 - 6.5. Provide technical support to curriculum planning and implementation to strengthening participatory, community-based land-use planning in targeted areas and landscapes based on an analysis of vulnerability to climate change impacts, and adaptation and mitigation capacity
 - 6.6. Document and disseminate lessons learnt, including case studies (both project and other relevant experiences) and findings from Green landscape impact monitoring, and share the lessons captured on agro biodiversity, green agriculture and participatory NRM
 - 6.7. Support the project M&E expert and NPMU Participatory Natural Resource Management expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape.
 - 6.8. Provide relevant technical guidance to the project, as required
 - 6.9. Compliment the technical skills of the other District-level experts to meet the project objective in the particular state (Capacity Development)
 - 6.10. Operationalize the Free, Prior Informed Consent (FPIC) for the landscape
 - 6.11. Report to the District Collectors in the landscape
 - 6.12. Represent the project in all meetings and fora, as assigned Overall GLIU management
 - 6.13. Mobilize technical expertise as and when required
 - 6.14. Ensure strong technical quality assurance of project's reports outputs and outcomes based on global, national and state-level best practices
 - 6.15. Ensure strong linkages between the different technical components and technical reports of the project
 - 6.16. Coordinate with the State Nodal Officer, State Technical Coordinator, and other National Experts
 - 6.17. Prepare a landscape-level Project Implementation Report, midterm and final evaluation reports
 - 6.18. Coordinate Landscape and district-level planning, and document lessons learnt
 - 6.19. Coordinate with District Collectors, TSG, and BMCs
 - 6.20. Support the preparation and implementation of the State Annual Work Plans and Budget (S-AWP/B)
 - 6.21. Support implementation of project developed monitoring and evaluation system to monitor project outputs and outcomes

- 6.22. Support the project M&E expert in data collection for baseline, mid-term and end term evaluations and for reporting on the GEF tracking tool for the relevant project landscape
- 6.23. Facilitates capacity building for the project
- 6.24. Undertake any other duties, as required

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

TOR for engagement of Administration and Operations Officer in Green Landscape Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha

GLIU- Administration and Operations Officer

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 30,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's or Master's degree in Business Administration/ Finance & Accounting.
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in an administration and operations position,
 - Previous experience in general project/ office operational activities.
 - Strong skills in word processing and spreadsheet software.
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English.
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages.
6. **Expected deliverables:-**Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU the Administration and Operation Officer will undertake the following duties.
 - 6.1. Provide data entry and administration support to GLIU.
 - 6.2. Type, format and draft routine correspondence as required.
 - 6.3. Maintain leave records, personnel files of project staff and office files related to both programme and administration.
 - 6.4. Ensure availability of office supplies and appropriate maintenance of project office equipment and maintain inventory of equipment. Procurement of goods will be made in the best interest of the office and with approval from the Team Leader.

- 6.5. Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities).
- 6.6. Assist in the preparation of layouts using DTP software for various publications and reports related to the project.
- 6.7. Coordinate missions to the project landscape.
- 6.8. Undertake any other duties as required.

7. Key Performance Indicators:-

<p>Expected outputs:</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared. 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report – Upon completion of the assignment
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TOR for engagement of Budget and Finance Officer in Green Landscape Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha

GLIU- Budget and Finance Officer

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 30,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's or Master's degree in Business Administration/ Finance & Accounting
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in an accounting position
 - Good financial planning, budgeting & control capacities of complex field programmes
 - Experience in documentation and presentation using MS Office software
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written & presentation skills in English.
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages.
6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with Team Leader & NRM Expert, GLIU the Budget and Finance Officer will undertake the following duties.
 - 6.1. Prepare and provide financial reports as per SPMU and FAO requirements.
 - 6.2. Prepare and obtain approval from SPMU for all documentation needed to hire consultancy services and the limited acquisition of equipment necessary to provide the services, ensuring procurement procedures comply with the Operational Partners Agreement.
 - 6.3. Maintain accounting and financial controls, including adequate support documentation, filing systems for verification by SPMU and external auditors, and ensure compliance with all FAO monitoring and financial reporting requirements as established in the Operational Partners Agreement between FAO and OP.
 - 6.4. Work closely with the SNO and SPMU Budget and Finance Officer to ensure smooth and timely fund flow to the GLIUs.

- 6.5. Coordinate with SPMU Budget and Finance Officer for timely compilation of reports and expenditure statements.
- 6.6. Assist in compiling the co-financing report to the SPMU.
- 6.7. Assist the NPMU and Budget Holder (BH) office in the implementation of the Risk Mitigation and Assurance Plan as required under the Operational Partners Agreement.
- 6.8. Assist the Team Leader in preparation of annual budgets for the project.
- 6.9. Manage the office petty cash and cash box.
- 6.10. Undertake any other duties, as required

7. Key Performance Indicators:-

<p>Expected outputs:</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared. 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report – Upon completion of the assignment
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TOR for engagement of Animal Husbandry Expert in Green Landscape Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha

GLIU- Animal Husbandry Expert

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Master's degree in Veterinary Sciences/ Animal Sciences
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 5 years of relevant experience at grass root level in implementation of projects related to animal production & animal health
 - Experience in implementing capacity development programmes & tools and development of measurable M & E indicators.
 - Successful experience of working on animal breeding, especially for indigenous livestock breeds as well as on relevant value chain development.
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages
6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU the Animal Husbandry Expert will undertake the following duties.
 - 6.1. Provide technical support in the design and implementation of Field Schools on Livestock management;
 - 6.2. Provide backstopping to Livestock Field School implementation;
 - 6.3. Coordinate the Training of Trainers in Livestock Field Schools;

- 6.4. Coordinate development of Livestock Field Schools monitoring and impact indicator formats, and design Livestock Field Schools protocols, tools, and methods;
- 6.5. Provide scientific/technical and training process inputs on livestock management for households, to raise awareness on maintaining quality indigenous livestock and local carrying capacities; for households implementing improved nutrition and fodder management strategy; and also for the training of PraniMitra/ PashuSathis to assist farmers/ herders for the project landscape.
- 6.6. Work with the SPMU and NPMU in developing monitoring protocols and tools for data collection, and assist in ensuring complete documentation and report writing on all the activities relating to livestock management in the landscape.
- 6.7. Assist in the collection and computing monitoring protocols and tools to track/ measure progress on animal production and health management.
- 6.8. Support the project M&E expert and NPMU Green Value Chain expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape.
- 6.9. Provide relevant technical guidance to the project as required.
- 6.10. Undertake any other duties, as required

7. Key Performance Indicators:-

<p>Expected outputs:</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared. 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report – Upon completion of the assignment
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**TOR for engagement of Rural Livelihoods & Community Institutions
Expert in Green Landscape Implementation Unit of FAO-GEF assisted
Green Agriculture Project in Odisha**

GLIU- Rural Livelihoods & Community Institutions Expert

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Master's degree in Social Sciences/ Rural Sociology/ Organizational Development/ Social Anthropology/ Rural Development/ Agriculture & Allied Sciences
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 5years of relevant experience in environmental & social protection development projects
 - Demonstrated experience in developing community capacity development tools and conducting training in regards to creation of additional livelihoods opportunities related to agriculture/ forestry/ livestock/ fisheries and other related sectors
 - Experience in creating, promoting and mainstreaming community institutions such as; SHGs/ CIGs/ FPOs/ Producer Companies/ Co-operatives
 - Experiences of working on implementing livelihood activities with local communities
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages
6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with Team Leader & NRM Expert, GLIU the Rural Livelihoods & Community Institutions Expert will undertake the following duties.

- 6.1. Coordination in the livelihood aspects of all project activities.
- 6.2. Suggest approaches to enhance the quality of existing livelihood programs;
- 6.3. Support with development of M&E tools and conduct livelihood assessments;
- 6.4. Organize and deliver training courses and/or arrange the delivery of training programs;
- 6.5. Conduct awareness sessions to help organize target beneficiaries in groups that would facilitate project implementation;
- 6.6. Identify capacity building and training needs of the community for improved project implementation;
- 6.7. Support the project M&E expert and NPMU Animal Husbandry expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape;
- 6.8. Provide relevant technical guidance to the project, as required.
- 6.9. Undertake any other duties, as required

7. Key Performance Indicators:-

<p>Expected outputs:</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared. 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report – Upon completion of the assignment
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**TOR for engagement of FFS Expert in Green Landscape Implementation
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

GLIU- FFS Expert

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Master's degree in Agriculture & Allied Sciences
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 5 years of experience in FFS, curriculum development, capacity development
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and/ or vernacular languages.
6. **Expected deliverables :-** Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU the FFS Expert will undertake the following duties
 - 6.1. Facilitate FFS Curriculum Development Workshops and capacity building.
 - 6.2. Integrate technical inputs on livestock, agriculture, natural resource management, and landscape governance, working closely with other project experts. In particular, work with the Master Trainers to try a range of practical learning exercises and experiments to demystify technical topics/ subjects.
 - 6.3. Provide backstopping to FFS implementation.
 - 6.4. Coordinate development of FFS monitoring and impact indicator formats, and design FFS protocols, tools, and methods.
 - 6.5. Support the project M&E expert and NPMU FFS expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape.
 - 6.6. Provide relevant technical guidance to the project, as required.
 - 6.7. Undertake any other duties, as required
7. **Key Performance Indicators:-**

<p>Expected outputs:</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared. 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report – Upon completion of the assignment
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TOR for engagement of Gender and Social Inclusion Expert in Green Landscape Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha

GLIU- Gender and Social Inclusion Expert

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Master's degree in Rural Sociology/Social Sciences/Gender Studies/Community Sciences.
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 5 years of relevant experience in implementation of mainstreaming gender equality and women empowerment concepts and approaches in rural development projects
 - Experience in analyzing & integrating gender dimensions in organizations' policies in the context of Agriculture, Rural livelihoods, Food Security and Nutrition
 - Knowledge of gender analysis, gender-sensitive need assessment and policy analysis in regards to Agriculture (including animal Husbandry and Fisheries), Forest Management and Biodiversity conservation
 - Experience & knowledge of developing capacity development programmes & tools for gender mainstreaming
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English.
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages.
6. **Expected deliverables :-** Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader& NRM Expert, GLIU the Gender and Social Inclusion Expert will undertake the following duties

- 6.1. Supervise and facilitate activities in the project to make them gender sensitive and gender inclusive.
- 6.2. Provide basic orientation and training on gender sensitivity to project staff and other partners.
- 6.3. Support in the development of M&E tools and indicators that help in tracing gender inclusiveness of the project.
- 6.4. Support development of tools that will help to capture and report gender segregated data.
- 6.5. Support the project M&E expert and NPMU gender expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape.
- 6.6. Provide relevant technical guidance to the project, as required.
- 6.7. Undertake any other duties, as required

7. Key Performance Indicators:-

<p>Expected outputs:</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared. 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report – Upon completion of the assignment
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TOR for engagement of MIS Expert in Green Landscape Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha

GLIU- MIS Expert

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's/ Master's degree or equivalent degree in Computer Applications
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - Bachelor's degree with 5 years or Master's degree with 3 years of experience in developing and managing MIS of large projects of more than INR 150 crores
 - Experience and proficiency in data analysis packages such as MS Access/ SPSS/ STRATA.
 - Experience in working on data capture from community and developing support system for efficient field level data capture
 - Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
 - Oral, written and presentation skills in English
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages.
6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU the MIS Expert will undertake the following duties.
 - 6.1 Provide reports to the GLIU team leader and SPMU team on a day to day basis;
 - 6.2 Follow up with team members for various reports and data
 - 6.3 Timely and periodic data entry into the system
 - 6.4 Support in preparation of progress reports
 - 6.5 Management & updating of on-line MIS
 - 6.6 Undertake any other duties, as required.
7. **Key Performance Indicators:-**

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Office Assistant in Green Landscape Implementation
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

GLIU- Office Assistant

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 20,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's degree with PGDCA
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 1 year of responsible secretarial/ clerical experience
 - Experience in office management/ general administration
 - Basic computer literacy, knowledge of MS Office applications, internet & office technology equipment
 - Oral, written and presentation skills in English.
 - 5.2.2 Desirable: Working knowledge of Odia and / or vernacular languages
6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU, the Office Assistant will undertake the following duties.
 - 6.1. Type, format and draft routine correspondence as required.
 - 6.2. Receive, screen and direct telephone calls and visitors; and respond to routine internal and external enquiries.
 - 6.3. Maintain communications and correspondence logs for all incoming and outgoing communication.
 - 6.4. Assist with arranging travel, transport, logistics, accommodation and documents.
 - 6.5. Undertake any other duties, as required.

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

**TOR for engagement of Office Attendant in Green Landscape Implementation
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

GLIU- Office Attendant

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 10,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Matriculate (10th Pass)
 - 5.2. **Experience**
 - 5.2.1. Essential:
 - At least 1 year of experience in secretarial/ office management support service.
 - Working knowledge of Odia.
 - 5.2.2 Desirable: Working knowledge of English and / or vernacular languages
6. **Expected deliverables :-** Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU the office attendant will undertake the following duties.
 - 6.1. Greeting visitors and providing relevant and accurate information
 - 6.2. Scheduling and tracking appointments for the top management personnel
 - 6.3. Intimating the person when his or her visitors arrive
 - 6.4. Handling the telephone and taking messages
 - 6.5. Sorting and distributing the incoming mails
 - 6.6. Sending out the external mails
 - 6.7. Sending and receiving faxes
 - 6.8. Handling internal communications, such as office memos
 - 6.9. Cleaning of office rooms
 - 6.10. Undertake any other duties, as required

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.


**CV FORMAT FOR CONTRACT RECRUITMENT
UNDER STATE PROJECT MANAGEMENT UNIT (SPMU) AND GREEN LANDSCAPE IMPLEMENTATION UNIT (GLIU)
UNDER FAO-GEF ASSISTED GREEN AGRICULTURE PROJECT, ODISHA**

Position Applied For:

(Candidate applying for multiple positions has to write the names of the positions clearly)

PERSONAL DETAILS				
1	1.1	Name of the Candidate *	First Name	
			Middle Name	
			Last Name	
	1.2	Father's Name *		
	1.3	Mother's Name *		
	1.4	Nationality *		
	1.5	Domicile *		
	1.6	Sex *		
	1.7	Date of Birth *		
	1.8	Marital Status *		
	1.9	Address for Correspondence *	House No.	
			Street/lane	
	City			
	District			
	State			
	PIN CODE			
1.10	Permanent Address *	House No.		
		Street/lane		
		City		
		District		
		State		
		PIN CODE		
1.11	Mobile No *			
1.12	Email Id *			

EDUCATIONAL QUALIFICATIONS							
		Name of the Examination	Course and Subjects *	Name of the Board/ Council/ Institute/ University*	Name of School/College/ University*	Year of Passing*	%age of Marks Obtained*
2	2.1	Matriculate (10 th Pass) *					
	2.2	Intermediate/ +2 *					
	2.3	Graduation *					
	2.4	Position Graduation					
	2.5	Ph.d					
	2.6	Others (Add if any)					

Language Proficiency* Put a Tick ()mark				
S.NO	Languages	Reading	Writing	Speaking
3	3.1	English*		
	3.2	Odiya*		
	Other languages			
	3.3			
	3.4			
	3.5			
	3.6			
3.7				

WORK EXPERIENCE *						
S. NO	Name and Category of Organization (Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects) & location of positioning	Designation	Relevant Duties Performed (Within 700 characters) (Attach separate sheet with self-attestation, if required)	Duration		
				From	To	
4	4.1					
	4.2					
	4.3					
	4.4					
	4.5					
	4.6					
	4.7					
	4.8					
	4.9					
	4.10					
	4.11					
	4.12					

Please specify your computer proficiency.			
S No		Yes/ No	
5	5.1	MS Word	
	5.2	MS Excel	
	5.3	Email Management	
	5.4	Data Entry	
	5.5	MS Power Point	
	5.6	MS Outlook	
	5.7	Others - Specify (Max 100 characters)	

Date:
Place:

Full signature of the Applicant

Instructions to Applicant*

- The CV Format shall be filled up legibly; preferably typed.
- Fields with asterisk * marks are mandatory.
- Each page of the CV needs self-attestation.
- A candidate can apply for multiple positions through a single CV Format. However, Candidate applying for multiple positions has to write the names of the positions clearly.
- Completed CV in prescribed format, self-attested photocopies of certificates towards educational qualifications, experiences & other relevant documents along with one passport size photograph in a sealed envelope super scribed as "**APPLICATION FORM FOR CONTRACT RECRUITMENT UNDER THE GREEN AGRICULTURE PROJECT**" can be sent to the following address through **Speed Post only**:

To,
The Director,
Institute on Management of Agricultural Extension (IMAGE),
Siripur, Bhubaneswar-751003,
Odisha

The LAST DATE for receipt of hard copy application is **20.06.2020**.