

Name of the position	Key areas of Responsibilities	Key outputs
<b>1. District Project Manager</b>	<ul style="list-style-type: none"> <li>• Oversee, guide and supervise project implementation at district level.</li> <li>• Act as District level Guardian of Vazhdhu Kaatuvom Project rules and guidelines.</li> <li>• Handling secretarial functions of District Society</li> <li>• Co-ordinating with all stakeholders of the project including line departments, public representatives, bankers private institutions etc.</li> <li>• Oversee and monitor implementation of the Village Development Cycle, participatory identification of poor and monitor progress of VPRC plan and livelihood plan implementation.</li> <li>• Inducting staff, ensuring shared vision and internalising project goal, objective among all team members.</li> <li>• Responsible for team planning, review of the progress and monitoring the activities of all APMs and PFTs.</li> <li>• Identifying capacity building needs of all district and PFT staff and organizing training.</li> <li>• Conflicts resolution at community level and grievance redressal at project staff level.</li> <li>• Responsible for operationalising HR policy, administrative and financial rules at DPMU and PFTs.</li> <li>• Operationaliaing VP incentive mechanism – inviting and processing application, field level evaluation by constituting selection committee, ranking, release of funds in instalments etc.</li> <li>• Preparation of monthly/annual work plans and budgets.</li> <li>• Consolidating progress reports and submitting to SPMU.</li> <li>• Facilitating adoption of participatory methodologies in all project activities.</li> <li>• Be responsible for collective performance of the DPMU team members.</li> <li>• Review performance of PFT members and provide feedback for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 30% increase in incremental income against base year for 60% of the target households by end of project at district level</li> <li>• At least 80% target households have increased their incomes</li> <li>• At least 90% of the CBOs (VPRCs, EAGs, VPs and Federations) have accessed and managed project funds according to project rules and procedures.</li> <li>• Maintaining at least 95% of staff positions at all levels – DPMU and PFTs</li> <li>• Ensuring staff turnover less than 10%.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Redress compliance and conflicts at the district level through communication tree</li> </ul>	
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<b>2. Assistant Project Manager - Village Funds</b>	<ul style="list-style-type: none"> <li>• Facilitate and handhold VPRCs, EAGs in maintaining books of accounts.</li> <li>• Organise the training to book keepers of VPRCs and EAGs</li> <li>• Assist DPM in entering into financing agreements with GPs, VPRCs and EAGs.</li> <li>• Timely release of funds to GPs/ VPRCs / EAGs / CBOs as per agreed service standards</li> <li>• Ensuring financial transparency at village level CBOs.</li> <li>• Train PFTs, VPRCs, EAGs to prepare and submit the financial progress reports.</li> <li>• Compiling SOE village wise &amp; component wise &amp; other monthly, quarterly and annual Financial Management Reports for the District Project and submit them to SU periodically</li> <li>• Maintain database of GPs, VPRCs, EAGs agreements and fund releases.</li> <li>• Disbursement of salaries &amp; other staff claims and administrative expenses of DU and PFTs.</li> <li>• Maintenance of updated books of accounts of the project at district level</li> <li>• Liaise with Statutory Auditor and internal auditors for completion of audit.</li> <li>• Arrange for village level audit.</li> <li>• Managing the secretarial issues like conduct of statutory meetings, preparation of agenda, follow up the minutes, filing of annual returns with ROS etc.,</li> <li>• Setting up &amp; co-ordinating PFT offices</li> <li>• Train PFTs on community procurement procedures</li> <li>• Monitor all contracts at DPMU</li> <li>• Ensure adherence of guidelines of TNPVS and World Bank in all procurement activities</li> <li>• Compile District Annual Financial Budget and submit to SPMU.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 95% release of funds to the GPs/ VPRCs / EAGs as per agreed service standards</li> <li>• At least 95% of the GPs/ VPRCs / EAGs maintain accurate and updated accounts</li> <li>• 95% of the VPRC and EAGs are following community procurement guidelines</li> </ul>

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<b>3. Assistant Project Manager (Micro Finance, Business Finance)</b>	<ul style="list-style-type: none"> <li>• Co-ordinate and monitor mobilization of left out poor as per PIP list into SHGs</li> <li>• Be responsible for implementation of Seed Fund sub component.</li> <li>• Guide PFTs in promoting and strengthening SHGs and their Federations.</li> <li>• Monitor the capacity building of SHGs like members training, office bearers training etc.,</li> <li>• Develop and implement micro finance strategy for the district.</li> <li>• Arrange for technical assistance on micro finance and micro insurance.</li> <li>• Build the capacity of the Business Finance Facilitator at the PFT level.</li> <li>• Maintain the baseline information of SHGs in the project area.</li> <li>• Prepare progress report on micro finance activity on formation of SHGs, credit linkages, credit rating, federated SHGs etc.</li> <li>• Organise the credit rating exercise of SHGs</li> <li>• Organise orientation and regular meetings with various bankers at the district level</li> <li>• Support PFT in identifying and training the master trainers from the community</li> <li>• Guide the PFTs in facilitating maintenance of books of accounts at village level</li> <li>• Support PFTs in meet the needs of SHGs – supplying format of registers, training kits,</li> <li>• Form micro finance advisory group with banks, MFIs etc., and</li> <li>• Networking with banks to extend credit linkages to all SHGs including disabled SHGs</li> <li>• Liase with bank to provide adequate finance for Sub Project Proposals of EAGs</li> <li>• Monitor the maintenance of accounts by SHGs as per the accounting and auditing norms.</li> <li>• Guide PFTs and SHGs in using participatory self-evaluation and grading tools.</li> <li>• Guide PFTs on legal status of federations and their importance.</li> <li>• Provide backstopping support to Facilitator – Business finance</li> </ul>	<ul style="list-style-type: none"> <li>• At least 95% of identified target poor mobilized into SHGs and credit rated.</li> <li>• At least 90% of SHGs are federated at appropriate levels and providing services to SHGs and rated as good</li> <li>• At least 95% of EAGs are able to raise equity contribution/bank linkages.</li> <li>• 100% of SHGs received seed fund are raising 200% of funds through bank linkages.</li> <li>• At least 90% of all SHGs promoted will be strengthened and will be actively functioning.</li> <li>•</li> </ul>

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<p><b>4. Assistant project Manager – Livelihoods and Environment</b></p>	<ul style="list-style-type: none"> <li>• Assist in village level resource and opportunity analysis and preparing Livelihoods Sub Project Proposals</li> <li>• Facilitating exposure visits for EAGs to gain hands on experience</li> <li>• Assist and updating rate bank for livelihoods at regular interval</li> <li>• Preparing and maintaining list of appraisers</li> <li>• Doing compliance check for the Livelihood <b>Business Plans</b> including EMF compliance</li> <li>• Certification of milestones and release of funds for Livelihood <b>Business Plans</b></li> <li>• Guiding and assisting formation of EAGs and their federation at appropriate level.</li> <li>• Identify village / block / cluster level specific livelihoods opportunities and resource institutions</li> <li>• Identifying and establishing area specific themes for demonstration centres</li> <li>• Identifying resource persons for constituting district level thematic advisory groups and identifying new opportunities to generate and testing the viability of innovative ideas</li> <li>• Supporting and guiding PFTs and EAGs on business risk mitigation measures.</li> <li>• Handholding Facilitator – Livelihoods in implementing livelihood activities</li> </ul>	<ul style="list-style-type: none"> <li>• At least 30% of cluster based EAGs are federated and functioning as business enterprises private sector organizations or other institutions and are financially viable.</li> <li>• At least 90% of EAGs receive support for livelihood Sub Project Proposal in accordance with agreed service standards.</li> </ul>

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<p><b>5. Assistant Project Manager Marketing, Partnerships, Linkages and Economic Activity Federations</b></p>	<ul style="list-style-type: none"> <li>• Supporting the EAGs, federations of the EAGs in Product Development (quality control, branding, packaging, pricing, etc), Market Planning and Marketing their products</li> <li>• Developing Backward and Forward linkage chain for the ongoing livelihoods of EAGs</li> <li>• Facilitate partnerships, collaborations for Livelihood <u>Business Plans</u></li> <li>• Identifying the District specific Livelihood opportunities and resource institutions for the various target groups</li> <li>• Collect the information on Markets, Products, Prices and emerging trends at the district level</li> <li>• Disseminate Markets information, Products, Prices and emerging trends to the PFTs and EAGs</li> <li>• Organising District level trade fairs and exhibitions and promoting EAGs to participate in various trade fairs and exhibitions</li> <li>• Arranging for training to the PFTs &amp; EAGs on market linkages</li> <li>• Identify institutions and partners for skill training and employment generation</li> <li>• Informing the EAGs on legal and taxation issues like FPO licensing, Sales tax, registration, etc</li> <li>• Arrange for organising skill dev. programmes and helping the trained persons linked with employment agencies.</li> <li>• Support the state unit for establishing the district level thematic groups and arrange for knowledge sharing to identify new opportunities to generate / test viability of innovative ideas</li> <li>• Support federations of EAGs with partnership and market linkages.</li> <li>• Promoting Collective Purchase of inputs and Collective Marketing</li> <li>• Operationalizing the innovative fund- inviting proposals, appraising and follow up.</li> <li>• Scanning the market for product / design/ technology obsolescence and inputs for price revision</li> <li>• Train and provide backstopping to Facilitator – Business Finance and Facilitator – Livelihoods in implementing partnerships and linkages and Federations</li> </ul>	<ul style="list-style-type: none"> <li>• At least 85% of the EAGs are working in partnership with private sector organizations or other institutions</li> <li>•</li> <li>• At least 15% of identified very poor have been imparted skill development training in at least 90% of the GPs</li> <li>•</li> <li>• At least 30% of cluster based EAGs are federated and functioning as business enterprises in partnership with private sector organizations or other institutions are financially viable</li> <li>•</li> <li>• At least 85% of the EAGs and those federated are working in sustainable mode</li> </ul>
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<b>6. Assistant Project Manager (Monitoring &amp; Learning &amp; HR)</b>	<ul style="list-style-type: none"> <li>• Make available base registers, reporting formats for PFT and village community levels.</li> <li>• Maintain District level MIS and generate reports</li> <li>• Facilitate conduct of internal learning meetings at district and cluster level.</li> <li>• Train PFTs in institutional performance tracking for CBOs in self-monitoring.</li> <li>• Facilitate in building capacities of VPRC, sub committees, Social Audit committees and gram sabhas in Monitoring and learning tools.</li> <li>• Facilitate implementation of social accountability systems like community score cards etc.,</li> <li>• Maintain village level database on project progress</li> <li>• Train and handhold support to Facilitator – Accounts and Monitoring</li> <li>•</li> <li>HUMAN RESOURCE:</li> <li>•</li> <li>• Maintaining personnel function including database of all project staff in DPMU and PFTs</li> <li>• Implement and execute performance appraisal system and incentive schemes.</li> <li>• Managing the statutory obligations relating to HR issues.</li> <li>• Providing logistics support including transport, arranging for workshops etc.,</li> </ul>	<ul style="list-style-type: none"> <li>• 90% of CBOs use community score cards</li> <li>• 90% of CBOs are rated as good in community scorecards.</li> <li>• 95% of the villages maintain and update display boards and bulletin boards.</li> <li>• 95% of facilitators give good rating in performance scores for APM.</li> <li>• Quarterly meetings are regularly facilitated by PFTs in villages.</li> <li>• Quarterly internal meetings are regularly conducted and information disseminated back to villages.</li> <li>•</li> </ul>

<p><b>7. Assistant Project Manager – Social Safeguards</b></p>	<ul style="list-style-type: none"> <li>• Guide, support and monitor the performance of the BDFAs.</li> <li>• Identify resource organizations to do feasible trade analysis, vocational skills of disabled and vulnerable people and also to fulfill the specialized services required for the target groups.</li> <li>• promoting and building the capacity of block level federations of disabled persons.</li> <li>• Assist State specialist in capacity building measures of BDFAs, facilitators (special groups) and CDFs.</li> <li>• Build network with government departments and banks to support the rehabilitation and livelihood initiatives of target groups.</li> <li>• Organise periodical meetings with BDFAs, federations and frontline workers (CDF and facilitators) to facilitate internal learning, systematic review and plans.</li> <li>• Guide VPRCs and PFTs to ensure effective inclusion and participation of women, tribal, disabled and vulnerable in all village development activities.</li> <li>• Facilitating VPRC formation with adequate representation of Very poor, women, disabled and tribals.</li> <li>• Facilitate PFTs to build the capacity of women to bring about gender equality</li> <li>• Sensitizing all stakeholders on gender issues, tribal and disabled.</li> <li>• Identifying and implementing activities to include youth in project activities.</li> <li>• Build capacity of Facilitator – Special Groups and provide handholding support in implementing disability, tribal and vulnerability reduction activities</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Atleast 80 % of the identified disabled, tribal and vulnerable people are organized into functioning SHGs;</li> <li>• Atleast 80 % tribal SHGs are credit rated and linked with banks.</li> <li>• One block level federation of disabled formed and delivering services to the special groups</li> <li>• Atleast 60 % adult disabled and vulnerable people are engaged in profitable economic activities</li> <li>• 100% SHGs and EAGs book keeper are women</li> <li>• At least 95% of decision-making positions in Village level Poverty Reduction Committee and EAGS are women and 30% of them are youth.</li> </ul>
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<b>8. Assistant Project Manager (Capacity Building &amp; communication)</b>	<p>TRAINING:</p> <ul style="list-style-type: none"> <li>• Coordinate with CB agencies for scheduling capacity building events, monitoring quality of trainings and feedback of training programmes for DPMUs and PFTs.</li> <li>• Guide and provide handholding support to the PFTs for conducting the training to the GPs, VPRCs, sub committees and SACs on COM.</li> <li>• Organise quarterly workshops with PFTs to prepare the training calendar, schedule, training supportive material etc., for training GPs, VPRCs and its sub committees, SACs.</li> <li>• Arrange for exposure visits of PFTs / CBOs.</li> <li>• Identify the capacity building needs/gaps and arrange for demand driven trainings to PFTs.</li> <li>• Identify and maintain the database of resource institutions, resource persons in various functional areas for capacity building.</li> <li>• Maintain and update the list of master trainers and develop their skills in specialised areas.</li> <li>• Maintain and update the PFTs training profile regularly</li> <li>• Mentoring and backstopping the VPRCs/EAGs/SHGs in all project activities.</li> <li>• Sharing the key learning of field level project implementation to incorporate into COM and training manuals.</li> <li>• Guide and handhold PFTs and VPRCs in preparing and updating capacity building plan and incorporating in VPRC plan.</li> <li>• Help CBOs in identifying and developing Para professionals.</li> <li>•</li> </ul> <p>COMMUNICATION:</p> <ul style="list-style-type: none"> <li>• Prepare and implement the communication strategy incorporating the local needs and situations.</li> <li>• Preparation and Distribution of IEC materials at district level</li> <li>• Coordinate and Monitor the functions of District cultural Troupe ToTs and PFT level cultural troupes</li> <li>• Documenting the key project activities at the district level</li> <li>• Organising Thematic Communication campaigns.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 95% of VPRCs including tribal VPRCs consistently get satisfactory performance scores in community score card</li> <li>• At least 95% of PFTs, District units receive positive scores through community scorecards.</li> <li>• Minimum 7 para professionals to be developed in all the GPs</li> <li>• Quarterly compilation of success stories and key learning.</li> <li>•</li> <li>•</li> </ul>



	<ul style="list-style-type: none"><li>• Document and disseminate lessons learnt from the Project at district and PFT level</li><li>• Assisting the District Project Manager in Media Management</li><li>• Guiding Participatory Communication Needs assessment at the District level.</li><li>• Sensitizing all the stakeholders at District level</li><li>• Collect information from field experiences to contribute to the monthly news letter</li><li>• Orient GPs and members on project principles to enable them to do activities under initiation fund.</li></ul>	
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