

JOB DESCRIPTION

POSITION: Consultant- Program Associate (One Vacancy)
Location: Bodoland Territorial Council (BTC), Kokrajhar, Assam.

1. ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (BRLF) is an independent organisation initiated by the **Government of India (GOI)** under the Societies Registration Act. The organisation facilitates civil society action in partnership with the Central and State Governments to transform the livelihoods and lives of rural households, emphasising women, particularly in the Central Indian Tribal Region and North East Region of India.

BRLF fosters civil society action in partnership with the Government to transform the livelihoods and lives of people across India. The organisation focuses on the regeneration of natural resources, increase and harvesting of water for irrigation, promotion of livelihoods, including livestock and off-farm livelihoods, and financial inclusion of women-led SHGs, to transform the lives of the rural poor.

BRLF emphasises the creation of powerful grassroots institutions led by women to lead interventions aimed at the poor. The organisation works actively through grassroots CSOs, with communities on the ground to reduce the gap between program outlays made by the government and corporations. Program outcomes are achieved by strengthening democratic institutions at the grassroots, improving the quality of program implementation, and scaling-up successful Livelihood intervention models so that the poor, particularly tribal households, can escape poverty and deprivation.

For more details about **BRLF**, please visit <https://www.brif.in/>

ABOUT Bodoland Livelihood Development Project, BTC, Assam.

Bharat Rural Livelihoods Foundation (BRLF) and Bodoland Territorial Council (BTC) signed an MoU on 30th June 2022 to implement a high-impact project on "Transforming Lives and Livelihoods in Bodoland" in the Bodoland Territorial Region of Assam. In the initial phase, BRLF will target 40000 STs and Adivasis households in the project area. The implementation strategy of this proposed project envisages that CSOs will provide facilitation support to the Gram Panchayats and front-line Government functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions. The targeted households' physical work and input support would be managed by leveraging financial resources from Government flagship schemes like MGNREGA and other line departments working under BTR.

BRLF will support through monitoring and evaluating the CSO partner's performance as per project targets and deliverables. This will be ensured by setting up a "State Level Project Management Unit" (SPMU). The SPMU is expected to perform nodal roles by setting up a cell, which will closely work with the State MGNREGS Cell for effective and efficient system development for the State and CSOs. The interface with the State, engagement and coordination with various HR and experts will be integrated within its norms and processes. At the same time, SPMU will continue to play the role of Project lead to build the capacities of CSOs partners and facilitate the capacity-building plan and implementation for

the PRI and government functionaries. In addition, it implements the project deliverables through its own eight field teams through strong monitoring and evaluation system.

2. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Team Leader**, the consultant shall be responsible for the following.

Key Job Responsibilities:

1. Collaborating with the team to craft comprehensive project reports and maintaining meticulous records, meeting minutes, schedules while also spearheading the establishment and enhancement of an efficient filing system.
3. Collaborating with team for develop relation with publishing house, research scholars etc.
4. Conduct field visit to document case studies, small research-based works, and to develop communication materials (Videos /Photos etc)
5. Arrangement and assisting the SPMU team in event management.
6. Assist to develop relationship with officials.

3. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification & Experience:

Graduate in any discipline with 1 to 3 years of work experience. The person should be proactive, self driven with good communication skills. Preference will be given to women from Bodoland area, and have exposure in NGO field in North East India.

Essential Skills and Competencies:

Having a keen interest for “women empowerment/Livelihoods/Rural Development is must. Seeking an individual enthusiastic about venturing into rural areas, passionate about photography, and dedicated to fostering meaningful connections within rural communities. Exhibits a strong sense of self-drive, consistently demonstrating initiative and motivation.

Specific skills are as mentioned below:

1. Knowledge of Computers (package of tools).
2. Ability to work in a multi-cultural/ multi-disciplinary team;
3. Ability to priorities works.
5. Writing language-English and Bodo/Assamese.
6. Speaking language-Bodo or Assamese.

4. COMPENSATION OFFERED:

The remuneration package is budgeted for INR 22,000-26,000 per month. BRLF have a policy of reimbursing all the expenses related to field travel. The offer to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

5. NUMBER OF VACANCIES: One

6. LOCATION(s): Kokrajhar, Assam.

7. This is a contractual engagement for a period of six months. The engagement may be renewed/ extended based on the performance and requirements of the organisation.

8. Age Limit: 35 years.

9. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to send their application (comprising of Resume and Letter of motivation) to recruitment.brlf@gmail.com, before 20th of April 2024 Only shortlisted candidates will be contacted. Please do mention in subject line “Application for the position of Consultant- Program Associate”,

BRLF is an equal opportunity organization without discrimination by virtue of religious belief, social class, caste, special ability, or gender.