

JOB DESCRIPTION

Consultant-MIS & Communication Expert Bharat Rural Livelihoods Foundation

Position: Consultant- MIS & Communication Expert

Location: Bodoland Territorial Council (BTC)- Kokrajhar, Assam with travel to BRLF geographies of operation

Number of Positions: One

Reports To: Team Leader SPMU, Bodoland Assam

Nature of Employment: This is a project-specific consultancy offered for a six-month contract period (Full Time). Renewal may be possible, depending on the project requirement, availability of funds, and performance considerations.

1. ORGANISATION BACKGROUND:

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details, visit www.brlf.in

2. 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.

BRLF is looking for a well-experienced professional to fill the vacancy of Consultant - MIS & Communication Expert (CON-MIS), based in SPMU. Established in the state capital, SPMU provides strategic facilitation support to the CSOs partners implementing the project in different locations. The SPMU works under the supervision and guidance of BRLF and the BTC government.

3.KEY DUTIES & RESPONSIBILITIES:

- Maintaining all project-related data on the BRLF MIS portal and Bodoland MIS portal.
- Develop systems and norms for data collection from the field and ensure regular data collection and entry in both portals.
- Development of the MIS systems for DPR preparation and tracking the project progress through MIS.
- Ensure 100% HHs entry in BRLF MIS software and Bodoland Portal.
- Coordinating with SPMU, CSOs and Government functionaries for data maintenance, report generation and maintaining project-related documents at SPMU level.
- Engage in project-related communication with partners and support organizing project events.
- Leading in conducting capacity building of CSOs, SPMU and front-line government functionaries on the project's M&E tools and data management systems.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification:

- Applicants must be graduates/postgraduates in any discipline.
- A relevant Computer Certificate Course (Diploma/Degree) in Data Base Management Systems/Information systems from a good university/institution.

Experience:

- Minimum four to five years of work experience in the social sector with good command of MS office and social media tools.
- Prior experience in handling large-scale MIS of watershed or NRM projects.

Essential Skills and Competencies:

- Good communication and writing skills in English and Hindi.
- Should be motivated to work with a team.
- Ability to multi-task and work well in such a team.
- Willing to travel within and outside the state as per the project's requirement.
- Should be motivated to work in the villages, especially with deprived sections and willing to acquire new knowledge and skills relevant to the project and guide implementation processes.
- Must have the ability to collaborate with block, district, and state government functionaries.
- Preferred Language: Bodo, Assamese, and Bengali

5. COMPENSATION OFFERED:

The consultancy package is budgeted for a range of INR 30,000-40,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6.LOCATION: Bodoland Territorial Council (BTC)- Kokrajhar, Assam

7.Age Limit: Max. Up to 45 years

****Languages**

Good command of speaking, reading, and writing in English and Hindi is required. Knowledge of Bodo/Assamese and Bengali language would be an added advantage to the candidate.

8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#)

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of February 23, 2025.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.
