

Applications are invited from eligible candidates for engagement in different vacant 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	GLIU-Animal Husbandry Expert	1	GLIU Office, Baripada	55,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
2	GLIU-Gender & 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
3	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 along with a passport size photograph to the Director, IMAGE, Siripur, Bhubaneswar-751003 on or before **30.08.2022**. Women candidates are encouraged to apply.

General Instruction 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 implementing 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 focuses 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 is being 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 works at the national, state and landscape levels. In Odisha it is being 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 have been 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 vacant positions of GLIU 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 by State Government shall be applicable for the project. 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 minimum age of 21 years and maximum age not more than 64 years as on 1st March, 2022** may apply with complete CV in prescribed format, self-attested photocopies of documents towards proof of identity, residence, educational qualification, experience & other achievements along with a passport size photograph to the Director, IMAGE, Siripur, Bhubaneswar-751003 on or before 30.08.2022 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 Shortlisting:

- CV of the applicants fulfilling the Minimum Eligibility Criteria (MEC) will only be considered for short listing.
- The Minimum Eligibility Criteria (MEC) will be based on the educational qualifications, 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 vacant 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 attach 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 mail 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 rank list of interviewed candidates 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.agri.odisha.gov.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 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: 55,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contract Duration : Yearly contract, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Bachelor's degree in Veterinary Sciences/ Animal Sciences
 - 5.2. **Experience**
 - 5.2.1 Desirable:
 - 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 organisations/donor organisations/ donor funded projects
 - Oral, written and presentation skills in English
 - 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 Prani Mitra/ Pashu Sathis 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 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. Contract Duration : Yearly contract, 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:-

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. Contract Duration : Yearly contract, 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 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	Post Graduation					
	2.5	Ph.D					
	2.6	Others (Add if any)					

Language Proficiency* Put a Tick (✓)mark				
S.NO	Languages	Reading	Writing	Speaking
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	
4.1						
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
5.1	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-AG PROJECT**"(for the position of _____) can be sent to the following address through **Registered Post / 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 of application is **30.08.2022**