Bodoland Territorial Region Development Fellowship Programme

Transforming Rural India Foundation

In Partnership with Bodoland Territorial Council

Application end dates for all categories have been extended as below:

Category	Extended end date for application
BTR Development Fellows	**20/12/2021 11:30 PM**
Positions at the BTC Programme Management Unit (PMU)	**20/12/2021 11:30 PM**
Block level Fellows	**31/12/2021 11:30 PM**

A. Background:

The Bodoland Territorial Council (BTC), constituted under the Sixth Schedule to the Constitution of India mandates to fulfil economic, educational and linguistic aspirations and to preserve the land-rights, socio-cultural and ethnic identity of Bodo people; and to accelerate holistic development in the BTC area. The Bodoland Territorial Region (BTR) comprises 4 districts, viz., Baksa, Chirang, Kokrajhar and Udalguri, and has a population of 3.1 million (*source: Census, 2011*). The BTC has placed emphasis to bring faster and sustainable development in the BTR by adopting a three-pronged strategy; Safe Bodoland, Green Bodoland and Smart Bodoland. In pursuance to this overall strategy, one of its partner organizations - Transforming Rural India Foundation (TRIF), a leading non-profit in the country, is initiating a fellowship programme for bringing rapid progress in all-round development of the region.

B. The Bodoland Territorial Region Development Fellowship and role of the Fellows:

Bodoland Territorial Region Development Fellowship is an ambitious programme that intends to create a platform for young, learned and passionate professionals to work closely with the Government administration for strategy co-creation, programme management and extending the reach and efficiency of the existing programmes for impact at scale. Hosted by one of India's leading non-profits - Transforming Rural India Foundation (TRIF) (to know more please visit - https://www.trif.in/), and supported by the BTC administration, the program seeks to attract experienced and interested young professionals and provide them hands-on experience of the modus-operandi of the government. The fellows and specialists inducted into the programme would play a significant role in ushering in holistic and expeditious outcomes across important developmental indicators by contributing in greater outreach of developmental initiatives, strategic decision making as well as orchestrating multi-stakeholder engagement from important stakeholders across community, market, civil society and the government for amplified impact.

The Fellowship is a 36 Months (3 Years) intensive programme that will provide exposure to work amidst government setup in BTR on designing and executing diverse development interventions and gain an experiential learning. The Fellows will get guidance from the senior leadership in the Govt. administration

and a dynamic and ambitious team of thematic experts. They will provide techno managerial support to the BTR administrations in achieving accelerated development outcomes.

As a fellow, S/he will focus her/his efforts on supporting the administration in fulfilling the vision of BTR development. S/he will immerse in the milieu, continuously observing/ learning from local experience, injecting optimism, and mobilizing synergy for growth. S/he is expected to work closely with the key departments involved in development of BTR. The Fellowship requires intense engagement and hence fellows must have tenacity, resilience, and humility. They deliver through collaboration and consistently learn along the way. In case of the block level fellows, the broad role would be Techno Managerial Support to Block administration in monitoring data streamlining, reporting of projects and facilitation in implementing the schemes as per the guidance issued from PMU.

The work of the fellows will include but not limited to:

  i.   Support in preparation of a District Perspective Plan and Annual Action Plan for overall development of the district, aligning to the development objectives and key principles guided by the BTC;

  ii. Support Line Departments and relevant functionaries in programme management including planning and monitoring of welfare programmes.

  iii. Facilitate in bringing synergy between stakeholders (Govt., Civil Society, Trade/Market players, Community Institutions) for planning, implementation and monitoring of development interventions;

  iv. Support in Visioning for the BTR, define infrastructure and service level benchmark under each sector, gap assessment, plan of action to achieve improved service delivery, economic growth and reduce development deficits in BTR etc.

  v.   Identify economic growth opportunities with cluster level investments, revenue window from existing schemes, CSR, Industry etc and help the administration in mobilising it.

  vi. Introducing, fostering and nurturing innovative business practices to bring convergence of schemes (CSS & State), resources, efforts towards attainment of development goals;

  vii. Collate data on monthly basis, analyse and chart out the actionable suggestions for district line departments;

 viii. Seed innovations and Best Practices on Public Systems Programme Delivery;

  ix. Documentation of thematic issues and success stories from the BTR.

Fellows are expected to be self-regulatory and maintain the highest standards of ethics and morality. Therefore, means of disciplining a Fellow is adopted by TRIF as well as the administration when found extremely necessary. In such cases, warnings may be issued and other disciplinary measures including termination may be resorted to. The Fellow shall NOT take up any type of employment with any other person, firm or any other agency during the tenure of the Fellowship

B.1. Selection Process for the Fellows:

The Selection process will involve multiple rounds of assessments including application screening, online test, group activities, and personal interview to evaluate suitability of the candidate for the fellowship. The process would aim to identify candidates who have the requisite skillset and experience to lead large scale programs with a relentless grit, perseverance and humility to work in harmony with the government

administration. The details about number of positions, eligibility criteria, stipend information are presented in the table below:

			BTR Development Fellowship	
Sl.	Position	Vacancy	Eligibility Criteria	Stipend per month
A.	BTR Development Fellows	22	Age: Not exceeding 32 years as on 30th October, 2021; Academic Qualification and Experience: • Post Graduate Degree in any discipline with at least 2 Years of work experience OR Graduate degree in any discipline with at least 3 years of work experience. • Proficiency in using MS office (Spreadsheets, Word and Power Point) and skills in data analytics. • Applicants having experience of working with Government Programmes will be preferred. To apply please click: https://forms.gle/ziFot3eyCgSNapiw9 **Application End date: 20/12/2021 11:30 PM**	65,000/-
B.	Block level Fellows*	68	**Age:** Not exceeding 25 years as on 30th October, 2021; **Academic Qualification and Experience**: • Graduate Degree in any discipline with at least 1 Years of work experience **OR** Post Graduate degree in any discipline • Applicants having experience of working with Government Programmes will be preferred. To apply please click: https://forms.gle/BNKJKMCWvXJvEo987 **Application End date: 31/12/2021 11:30 PM**	20,000/-

- **BTR Development fellows would be placed at the headquarters of the four BTR districts and at the BTC secretariat at Kokrajhar.**
- **Block Level Fellows would be placed at different development block headquarters.**

* For Block level fellows, local candidates within Bodoland Territorial Region will be preferred.

C. Project Management Unit (PMU) and the role of the specialists:

The Project Management Unit (PMU) to be located at the BTC secretariat, will comprise of thematic specialists and is mandated to provide overall support to successfully develop programmes for welfare of the people of BTR.

The role of the BTR PMU would encompass the followings but would not be limited to:

D.1. Overall strategic support:

i. Technical Support in formulation of advisory, guideline, manuals for preparing perspective plan for BTR Development;
ii. Design framework for convergence with line departments and related schemes;
iii. Provide thematic support in programme planning, designing and monitoring in sectors related to Education, Health, Basic Infra and Services, Livelihoods, Enterprise, Skilling, Climate resilience, financial inclusion etc.
iv. Design the Monitoring, Learning, Evaluation (MLE) and documentation framework for the programmes;
v. Design a data driven governance framework by improvising the MIS, collating and analysing data in the form of outlay, outcome and output for effective decision making. Analyze progress data of districts through MIS studies and on-the-ground surveys and helping the districts and sub divisions fine-tune strategy;
vi. Design and roll out a quality assurance framework, so as to ensure the assets created under various programmes are of specific quality, durability and usability;
vii. Design and roll out a IEC campaign for sensitisation of welfare programmes among functionaries and communities;
viii. Design and roll out a comprehensive Training programme, to orient and capacitate key functionaries in the skills related to Participatory and Convergent Planning, Social Audit, concurrent monitoring, documentation etc.;
ix. Support Districts for preparing integrated action plan for development of the BTR, identifying areas for strengthening strategy/approach;
x. Do desk research and field research to identify policy improvement needs, collate policy research and bring actionable policy briefs;
xi. Coordinate with Line Departments, Academia, Civil Society and Sector experts to design programmes and policy for accelerating the development outcomes;
xii. Support the department in keeping track of fund flow and compliances;
xiii. Developing a bank of projects developed from best practices and its dissemination;
xiv. Any other task assigned by the competent authority.

D.2. Manage BTR Development Fellowship:

i. Coordinate with BTC administration for operationalising the BTR Development Fellowship;
ii. Support the District administration and Divisional Offices for setting up of the resource cells and positioning the Fellows in respective offices;
iii. Set up a mechanism to develop a robust and responsive support and advising mechanism for the Fellows in the field;
iv. Organise learning events, workshops, and other such events to build the capacity of the Fellows with support from the technical Agency;
v. Manage the administrative matters pertaining to the fellowship eg. Stipend, Reimbursements, Fellow's growth and development programme etc.
vi. Manage and Administer the Fellowship;
vii. Documentation and dissemination of the experiences and work done by the Fellows;
viii. Coordinate the 360-degree feedback mechanism and support fellows in improving skill sets;
ix. Extend mentorship to fellows for improving their work efficiency.

D.3. Selection Process for the PMU personnel:

The Selection process will involve multiple rounds of assessments including application screening, online test, group activities, and personal interview to evaluate suitability of the candidates for various positions of the PMU. The process would aim to identify candidates with significant experience of working amidst/alongside government administration, leading and managing large scale programs. They would carry relentless grit, perseverance and humility to work in harmony with the government administration. The details about number of PMU positions, eligibility criteria, stipend information are presented in the table below:

Sl.	Position	No. of Positions	Eligibility Criteria	Compensation per month (Rs.)
BTC Programme Management Unit (PMU), BTC Secretariat, Kokrajhar				
1	Team Lead - Planning and Convergence, Entrepreneurship and Small & Medium Industries	1	**Age:** Not exceeding 42 years as on 30th October, 2021; **Academic Qualification and Experience:** Post Graduate Degree /PG Diploma in Management / Social Work / Rural Development/ Public Policy/ Development Studies/ International Development / any other relevant domain with at least **10 Years of work experience in relevant sectors.**	150,000/-
2	Specialist- Data Governance (MEL) and MIS	1	**Age:** Not exceeding 40 years as on 30th October, 2021; **Academic Qualification and Experience:** Post Graduate Degree /PG Diploma in Management/ MCA / Data Sciences/ Data Analytics/ Development Studies/ Public Policy / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	125,000/-
3	Specialist- Agriculture and Allied Sectors	1	**Age:** Not exceeding 40 years as on 30th October, 2021; Academic Qualification and Experience: Post Graduate Degree /PG Diploma in Agriculture / Rural Development/ Agricultural Engineering/ Agribusiness Management / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	125,000/-
4	Specialist- Education	1	**Age:** Not exceeding 40 years as on 30th October, 2021; Academic Qualification and Experience: Post Graduate Degree / Diploma in Education / Social Work/ Development Studies/ Public Policy / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	125,000/-
5	Specialist- Gender (Women & Child Development)	1	**Age:** Not exceeding 40 years as on 30th October, 2021;	125,000/-

			Academic Qualification and Experience: Post Graduate Degree in Social Work/ Gender Studies/ Public Policy / Public Health / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	
6	Specialist- Non-farm Livelihoods, Skill Development & Employability	1	**Age:** Not exceeding 40 years as on 30th October, 2021; **Academic Qualification and Experience**: Post Graduate Degree / PG Diploma in Management/ Entrepreneurship/ Social Work/ Rural Development/ Development Studies/ Agribusiness Management / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	125,000/-
7	Specialist- NRM, Forest, Climate Change and Ecosystem restoration	1	**Age:** Not exceeding 40 years as on 30th October, 2021; **Academic Qualification and Experience**: Post Graduate Degree /PG Diploma in Environment/ Ecology / Natural Resource Management/ Climate Change / Sustainable Development / Social Work / Rural Development / Public Policy / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	125,000/-
8	Specialist- Nutrition, Health and Family Welfare	1	**Age:** Not exceeding 40 years as on 30th October, 2021; **Academic Qualification and Experience:** MBBS or Post Graduate degree in related medical domain/ MPH/ Post Graduate Degree in Social Work with specialization in Public Health/ Public Policy / any other relevant domain with at least **8 Years of work experience in relevant sectors.**	125,000/-
9	Specialist- Legal Affairs	1	**Age:** Not exceeding 40 years as on 30th October, 2021; **Academic Qualification and Experience:** LLB/BA.LLB/BSc.LLB/BCom.LLB/BBA.LLB with at least **8 Years of work experience.** Or LLM with at least **6 Years of work experience**	125,000/-
11	Executive Assistant	1	**Age:** Not exceeding 32 years as on 30th October, 2021; **Academic Qualification and Experience:** Graduate Degree in any discipline / any other relevant domain with at least 2 Years of work experience - Proficiency in using MS office (Spreadsheets,	30,000/-

			Word and PowerPoint) and skills in data analytics. - Typing in English, Assamese and Bodo languages is highly desirable.	
12	Accounts Assistant	1	**Age:** Not exceeding 32 years as on 30th October, 2021 **Academic Qualification and Experience:** Graduate Degree in Management / Commerce / any other relevant domain with at least 2 Years of work experience - Proficiency in using MS office (Spreadsheets, Word and PowerPoint), skills in data analytics, experience of using accounting software. - Typing in English, Assamese and Bodo languages is highly desirable.	30,000/-
	To apply for positions at the PMU please click: https://forms.gle/D3D3cNFtPDSbM7VNA **Application End date for positions at the PMU: 20/12/2021 11:30 PM**			

D. Notes:

- TRIF reserves the right to accept or reject in part or in full any or all the responses to this advertisement without assigning any reasons whatsoever.

- All the positions are for a period of maximum 3 years and are annually renewable based on performance review.

- Selected candidates would be on probation for a period of 2 months upon joining.

- The Fellows/Specialists/Assistants shall NOT take up any type of employment with any other person, firm or any other agency during the tenure of their engagement.

- Proficiency in using MS office (Spreadsheets, Word and Power Point) and skills in data analytics is a mandatory requirement across all categories.

- Applicants having experience of working with Government Programmes will be preferred.

- Fluency in spoken and written English is mandatory whereas the same in Bodo and/ or Assamese languages would be a distinct advantage.

The fellowship is a learning experience and is not an employment. Selection and work under the fellowship does not make one entitled for employment of any form, with BTC or any other Government body.