



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

Meghalaya - 793003

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Website: www.mbda.gov.in

File No.MBDA-522/2019/ 30

Dated Shillong, the 15th May, 2019

RFP: Individual Consultant

WORK LOCATION: Meghalaya Basin Development Authority, Shillong

Background.

Meghalaya Basin Development Authority, a Society registered under Society's Act, is undertaking various developmental activities to support "Missions" and "Accompanying Measures" with funds allocated from Government of Meghalaya. Over last seven years of its existence it has gained enough momentum in deciding priorities of IBDLP, grounding of its activities, training of workforce, building capacity of stakeholders, setting up Enterprise Facilitating Centres and Institutes of Excellence (Entrepreneurship, Natural Resources, Governance). MBDA has also developed association with partner agencies who provide technical support for programme and project management. While Government of Meghalaya has made sufficient investment to bring MBDA to its present status, it is desirable that MBDA and its supported institutions should become self-sufficient over next 5 years with capacity to mobilize their own resources and undertake their activities with less and less Government support. In the process these institutions would not only become self-reliant but it would release financial resources of the GoM for developing other services and infrastructure facilities in the State.

Scope of Work.

- ✓ Conduct research oriented task on initiatives such as Smart Village initiative or related initiatives etc.
- ✓ Documentation and reporting of various initiatives on various development sector programmes undertaken in different states of the Country
- ✓ Brainstorm and develop ideas and strategies on various development programmes for MBDA and its other entities.

- ✓ Identify impactful partnerships for MBDA or projects under it, in the areas of knowledge sharing /funding/ technology support etc;
- ✓ Liaise with the potential partners in consultation with MBDA senior management and manage these external partnerships as appropriate
- ✓ Provide strategic and programmatic inputs for overall qualitative improvement of the ongoing program and new program
- ✓ Event Planning & Documentation:
 - Conceptualisation / Planning / Documentation of knowledge events (seminars, stakeholder workshops, public lectures, conferences etc);
- ✓ Initiating case studies on development sector programmes or initiatives in consultation with the management
- ✓ Tracking and maintaining database of external knowledge products (research articles, news & media coverage and related programmes etc), and compiling/sharing with internal stakeholders as appropriate
- ✓ Identification of potential national/international partners for knowledge / advocacy around environmental conservation / natural resource management etc.; Support with managing such partnerships.
- ✓ Maintaining a systematic repository of internal & external knowledge products (reports, strategy papers, concept notes, action research documents etc);
 - Compiling / Synthesizing / Sharing this knowledge regularly as appropriate with senior management within MBDA;
- ✓ Any other tasks as may be assigned by the management

DEMONSTRATED SKILLS/KNOWLEDGE.

- ✓ Strong communication skills, both verbal and written
- ✓ Ability to work as part of a team
- ✓ Able to work independently but within strategic framework
- ✓ Strong organizational skills
- ✓ Project management skills

The Consultant will be required to play a leadership role and work alongside the senior management team. He/ She will be expected to develop alliances and partnerships.

The duration of the assignment is expected to be 3 (Three) months but may be extended on existing terms and conditions with mutual consent.

The Consultant should have excellent academic credentials and atleast experience of different contexts. Expertise in /experience of handling livelihood issues is essential. Academic qualifications/ work experience in matters relating to rural development sector/ eco systems/ governance would be a requirement. Prior experience of working in the rural development sector would be desirable.

The selected candidate could be based on full time basis in Shillong or divide time between Meghalaya and home base. In the latter case, a minimum of 10 days a month would be required to be within the State. In either case the assignment shall be a full time commitment.

The selected candidate would be paid a consultant fess @ Rs.5000/-per day .

Offers for the position should include a detailed resume with supporting documents, The offer must reach MBMA either electronically (recruitmentmbda@gmail.com with the subject line – *Consultant* or as a hard copy addressed to the Senior Manager – HR, Meghalaya Basin Management Agency, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong-793003, latest by 5.00 p.m ,25th May,2019..