

## Terms of Reference (ToR)

### For hiring Project Associate, Technical Expert, Financial Analyst under RAMP, Nagaland

#### About RAMP:

The Government of India has launched a World Bank supported Scheme called “Raising and Accelerating MSME Performance (RAMP)”, which supports the overall Covid Resilience and Recovery Programme of Ministry of Micro, Small, and Medium Enterprises (MoMSME) and aims at improving market access, access to credit, strengthening institutions and governance at the Centre and State, improving Centre-State linkages and partnerships, addressing issues of delayed payments, and greening of MSMEs.

#### Background:

Under this programme, the NIDC (Department of Industries and Commerce) is seeking to build a capable team that can drive the programme forward, ensuring to meet its objectives efficiently and effectively. The selected candidates will play a critical role, contributing their expertise to ensure successful planning, execution, and completion. The experts will be engaged to help implement various MSME-related initiatives and provide specialized support in areas such as enhancing firm capability, access to schemes, quality certification, legal matters, green energy adoption, and financial advisory, contributing to the holistic growth of MSMEs.

Given below are the job descriptions for the positions under the programme. Interested candidates should submit their application detailing their relevant experience and skills.

<b>Position</b>	Project Associate
<b>No of Posts</b>	16 (one in each district)
<b>Qualifications &amp; Experience, Essential(E) or Desirable (D)</b>	<ol style="list-style-type: none"><li>1. A Bachelor’s degree or equivalent from any recognized universities/institutions. (E)</li><li>2. Minimum 5 years of work experience preferably in Government projects. (E)</li><li>3. Proven track record of successful program management and implementation for MSMEs. (D)</li><li>4. Digital proficiency in handling various platforms like MS Office Suite (E)</li><li>5. Candidate should be a native of the district they are applying for (D)</li><li>6. The candidate should not be above 40 years at the time of application (E)</li><li>7. Able to converse in Nagamese (E)</li><li>8. Open to relocate (E)</li></ol>
<b>Key responsibilities</b>	<ol style="list-style-type: none"><li>1. Assist in developing and implementing developmental strategies for sectors such as agro-based &amp; food processing, export</li></ol>

	<p>readiness, textiles, bamboo-based, waste management, tourism, hospitality, health, power, and renewable energy.</p> <ol style="list-style-type: none"> <li>2. Assist in conducting research for identifying key stakeholders/beneficiaries/enterprises for implementing MSME schemes.</li> <li>3. Lead skill development programs, research and development initiatives, and marketing campaigns to empower MSMEs.</li> <li>4. Work closely with all stakeholders.</li> <li>5. Conduct monitoring and evaluation of the project to assess performance against key indicators, ensuring alignment with objectives and facilitating continuous improvement.</li> <li>6. Prepare and present reports on program progress, outcomes, and recommendations for future actions.</li> <li>7. Assist in conducting workshops, seminars, and courses on entrepreneurship.</li> </ol>
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<b>Position</b>	Technical Expert
<b>No. Of Posts</b>	16 (One in each District)
<b>Qualifications &amp; Experience, Essential(E) or Desirable (D)</b>	<ol style="list-style-type: none"> <li>1. A Master's Degree or equivalent from recognized universities in Business Administration/ Environment Science/ Social science/ Entrepreneurship / Engineering in any field (E)</li> <li>2. Minimum work experience of 5 years working with community in government or externally aided projects, demonstrated knowledge and application of MSME schemes and entrepreneurship development (E)</li> <li>3. Excellent research, communication, and presentation skills (E)</li> <li>4. Candidate should be a native of the district they are applying for (D)</li> <li>5. Digital proficiency in handling various platforms like MS Office Suite (E)</li> <li>6. The candidate should not be above 40 years at the time of application (E)</li> <li>7. Should be able to converse in Nagamese (E)</li> <li>8. Open to relocate (E)</li> <li>9. Candidate should have their own laptop (D)</li> </ol>
<b>Key responsibilities</b>	<ol style="list-style-type: none"> <li>1. Develop and deliver engaging content that encourages MSMEs to adopt sustainable practices.</li> <li>2. Facilitate workshops to maximize awareness of various MSME schemes.</li> <li>3. Coordinate with Village level Entrepreneurs (VLEs) to ensure information dissemination and online onboarding among MSMEs.</li> <li>4. Engage with the banking ecosystem to facilitate understanding of MSME schemes and ensure their active participation.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Assess and support the technical readiness of innovative projects focused on energy efficiency.</li> <li>6. The expert will ensure the projects are compliant with the existing World Bank regulations and Ministry of MSME guidelines.</li> </ol>
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<b>Position</b>	Financial Analyst
<b>No. Of Posts</b>	16 (one in each district)
<b>Qualifications &amp; Experience, Essential(E) or Desirable (D)</b>	<ol style="list-style-type: none"> <li>1. Master's or equivalent from recognized universities in finance/commerce/business administration (E).</li> <li>2. Minimum work experience of 5 years in fields related to budget management/accounting and creating financial plans of community centric programmes such as NRLM or relevant grassroot programs/organizations (E)</li> <li>3. Excellent analytical, communication and presentation skills (E)</li> <li>4. Digital proficiency in handling various platforms like MS Office Suite (E)</li> <li>5. Candidate should be a native of the district they are applying for (D)</li> <li>6. Should be able to converse in Nagamese (E)</li> <li>7. Open to relocate (E)</li> <li>8. The candidate should not be above 40 years at the time of application (E)</li> <li>9. Candidate should have their own laptop (D)</li> </ol>
<b>Key responsibilities</b>	<ol style="list-style-type: none"> <li>1. Assist in creating budgets and financial plans</li> <li>2. Ensuring compliance with financial reporting standards.</li> <li>3. Assist enterprises with documentation process to access finance under various MSME governmental schemes.</li> <li>4. Serve as a liaison between beneficiaries, entrepreneurs, and financial institutions, effectively communicate financial information to non-financial stakeholders.</li> <li>5. Ensuring that the beneficiaries/ enterprises comply with relevant financial regulations, laws, and guidelines.</li> </ol>

**Period of engagement:** 1 year from the date of joining, subject to extension based on performance and project period.

**Remuneration:**

1. Project Associate Fixed at Rs. 50,000 per month
2. Technical Expert Fixed at Rs. 60,000 per month
3. Financial Expert Fixed at Rs. 60,000 per month

**Selection Procedure:**

1. Candidates are advised to carefully read the recruitment notification before applying to ascertain their eligibility for the post. The qualifications marked Essential (E) are mandatory.
2. Application form along CV must be submitted by email at **rampnagaland@gmail.com** on or before **17<sup>th</sup> February 2025, 4 pm**. The mail should have the subject as- "Application for \_\_\_\_\_". (Mention the name of the position for which you are applying). It must include the contact numbers and email addresses of the applicants.
3. Only short-listed candidates will receive call/email for the Personal Interview.
4. The candidates are required to check their emails and the website of the Department of Industries and Commerce periodically to get the status of short-listing and instructions for further steps in the selection process if any.
5. The shortlisted candidates must produce their original documents for verification on the day of the interview.

**Note for all applicants:**

1. Candidates who have previously applied for the Project Associate position do not need to reapply, as their previous application will be considered.
2. The advertised positions are strictly on a contract basis and in no way do they indicate permanent employment with NIDC, Department of Industries and Commerce Nagaland, or Government of Nagaland.
3. Lobbying for candidates, by any means, will be prohibited and not entertained.
4. In case of non-fulfillment of essential qualifications/experience in domicile hiring, NIDC reserves the right to hire the most suitable candidate fulfilling the criteria from other domicile.
5. In the case where the candidate is hired and NIDC finds out the credentials of the candidate are false/forged, NIDC reserves the right to terminate the contract with the candidate immediately.
6. Interested and eligible candidates can visit the link, <https://nidc.nagaland.gov.in/> , <https://industry.nagaland.gov.in/> and <https://nagaland.gov.in/> to download the application form and apply for the above role. Physical applications will not be accepted.
7. A candidate can apply for only one position.
8. All candidates are required to provide correct and precise information on the application form and verify the same before submitting the application.

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