

Terms of Reference (ToR)

For hiring Project Associates 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 department is seeking to build a capable team that can drive the programme forward, ensuring that it meets its objectives efficiently and effectively. The selected candidates will play a critical role, contributing their expertise to ensure successful planning, execution, and completion of the programme. The team 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 of the position under the programme. Interested candidates should submit their applications along with a resume and cover letter detailing their relevant experience and skills.

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

<p>Key responsibilities</p>	<ol style="list-style-type: none"> 1. Assist in developing and implementing developmental strategies for sectors such as agro-based & food processing, export readiness, textiles, bamboo-based, waste management, tourism, hospitality, health, power, and renewable energy. 2. Assist in conducting research for identifying key stakeholders/beneficiaries/enterprises for implementing MSME schemes. 3. Lead skill development programs, research and development initiatives, and marketing campaigns to empower MSMEs. 4. Work closely with all stakeholders. 5. Conduct monitoring and evaluation of the project to assess performance against key indicators, ensuring alignment with objectives and facilitating continuous improvement. 6. Prepare and present reports on program progress, outcomes, and recommendations for future actions. 7. Assist in conducting workshops, seminars, and courses on entrepreneurship.
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Period of engagement: 1 year from the date of joining, subject to extension based on performance and project period.

Remuneration: Fixed at Rs 50,000/- (Rupees Fifty Thousand only) 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 with CV, Resume and cover letter must be submitted by email at **rampnagaland@gmail.com** on or before **4th December 2024**. The mail should have subject- "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. The CV/Resume and Cover Letter of the candidate should mention their details of relevant experience and skills.
4. Only short-listed candidates will receive call/email for the Personal Interview.
5. The candidates are required to check their emails and the website of Department of Industries and Commerce to periodically to get the status of short-listing and instructions for further steps in the selection process if any.
6. The shortlisted candidates must produce their original documents for verification on the day of the interview.

Note for all applicants:

1. 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.
2. Lobbying for candidates, by any means, will be prohibited and not entertained.
3. 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.
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.
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. All candidates are required to provide correct and precise information on the application form and verify the same before submitting the application.

Employment details:

Sl.no	Name of the organization	Position & description of roles

Professional trainings: (Please mention briefly on any certification trainings attended)

Sl.no	Details

Any other details:

Sl.no	Details

I certify that the statements made by me are true and correct to the best of my knowledge.

Date:

Signature: