

Annexure A

TERMS OF REFERENCE FOR RECRUITMENT SERVICES AGENCY

1) Introduction:

The Social Audit Society of Tamil Nadu (SASTA) is established under the Tamil Nadu Societies Registration Act, 1975, by the State Government, to facilitate conduct of Social Audit by Village Panchayat Grama Sabha to ensure proper implementation of the Mahatma Gandhi National Rural Employment Guarantee Scheme in the State of Tamil Nadu, as approved by the Governments at the Centre and State. Now the scope of SASTA has been extended to other Schemes like PMAY(G), MDM, RURBAN, 15th FC etc., The main objective of SASTA is to create continuous public vigilance to ensure accountability in the implementation of project laws and policies.

2) Details of post to be recruited:

Sl. No.	Post	Eligibility Criteria	No. of posts	Salary
1.	Social Audit - State Resource Person (SA-SRP)	Age limit : 45 Years Qualification : 1. Any Post Graduate. Preference will be given to candidates with specialization in Social Science / Social Work / Rural Development / Community Development/ Public Administration / Management / Education. 2. Ten years of experience in Social Sector / Rural Development / Civil Society Organisation / Community Based Organisation.	9	Consolidated amount of Rs.50,000/- + Travelling Allowance Rs.10,000/-

		3. Degree / Diploma / Certificate course in MS-Office / Computer Application / Database Management Systems from University / Government Recognised institutions.		
2.	Social Audit - District Resource Person (SA-DRP)	Age limit : 40 Years Qualification : 1. Any Post Graduate. Preference will be given to candidates with specialization in Social Science / Social Work / Rural Development / Community Development / Public Administration / Management / Education. 2. Five years of experience in Social Sector / Rural Development / Civil Society Organisation / Community Based Organisation. 3. Degree / Diploma / Certificate course in MS-Office / Computer Application / Database Management Systems from Government / University Recognised institutions.	40	Consolidated amount of Rs.25,000/- + Travelling Allowance Rs.10,000/-
3.	Social Audit - Block Resource Person (SA-BRP)	Age limit : 30 Years Qualification : 1. Any Graduate. Preference will be given to candidates with specialization in Social Science /	400	Consolidated amount of Rs.15,000/- + Travelling

		<p>Social Work / Rural Development / Community Development / Public Administration / Management / Education.</p> <p>2. Two years experience in Social Sector / Civil Society Organisations / Rural Development.</p> <p>3. Diploma / Certificate course in MS-Office / Computer Application / Database Management Systems from Government / University Recognised institutions.</p>	<p>Allowance Rs.10,000/-</p>
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3) Duties and responsibilities of the post to be engaged:

Social Audit - State Resource Person (SA-SRP)

1. He / She should assist in Training Manual, Handbooks, Social Audit Formats and IEC material preparation in collaboration with the external specialists for facilitating Social Audit in the state for the schemes allotted.
2. He / She should do Periodic training of DRPs, BRPs in districts allotted, in order to train VRPs for field verification and preparation of report for the Social Audit of Schemes by Gram Sabhas.
3. He / She should inspect and give feedback on the quality of social audit report prepared by VRPs and Social Audit by Gram Sabhas in Panchayats randomly selected and assigned by Director SASTA.
4. He / She should participate on behalf of Director SASTA in Public Hearing / High Level Committee for decisions and orders on the rectification and recovery reports of Village Panchayats/ Institutions in allotted districts.
5. He / She should undertake 10 days per month field inspection in districts allotted for various aspects to be accomplished in his job role.

6. He / She should regularly monitor and appraise the performance of the DRPs and report to Director, SASTA.
7. He / She should do any other work entrusted by Director SASTA from time to time for facilitating the Social Audit of Schemes.

Social Audit - District Resource Person (SA-DRP)

1. He / She shall do 10% Verification of the selected Village Resource Persons (VRP) of Village Panchayats annually.
2. He / She should schedule periodic training to VRPs through BRPs for field verification and preparation of report for the Social Audit of Schemes by Gram Sabhas and inspect at least 10% of the training done.
3. He / She should maintain the copy of Registry of VRPs as provided by SA-BRP for randomization to facilitate Social Audit by Gram Sabha.
4. He / She should ensure the receipt of all appropriate records, concurrent audit reports and ATRs on previous audit reports from Village Panchayats, field verification, scrutiny and report presentation by VRPs for the Social Audit by Gram Sabha.
5. He / She should assist the scheduling of Special Gram Sabha through District Collector as per calendar planned by SASTA.
6. He / She should test check in 10% Panchayats about stage wise progress of Social Audit in each block under his/her jurisdiction.
7. He / She should monitor the Data Entry of findings of Social Audit in web portal and updating the authenticated rectification, recovery details of the social audit reports done by Block Resource Persons (BRPs).
8. He / She should participate in the Public Hearing / High Level Committee for decisions and orders on the rectification and recovery reports of Village Panchayats /Institutions.
9. He / She should undertake 15 days per month field inspection within district allotted for various aspects to be accomplished in his job role.
10. He / She should maintain inventory of the office with copy of Social Audit Report, Rectification report, Recovery Report, Public Hearing / High Level Committee minutes at District level.

11. He / She should appraise the performance of the BRPs and report progress in Social Audit to Director, SASTA in regular periods.
12. He / She should do any other work entrusted by Director SASTA from time to time for facilitating the Social Audit of Schemes.

Social Audit - Block Resource Person (SA-BRP)

1. He / She shall assist sufficient selection of Village Resource Persons (VRP) by Gram Sabhas in all Village Panchayats under his/her jurisdiction.
2. He / She shall maintain the Registry of all VRPs selected by Gram Sabha and assisting their randomization for facilitating Social Audit by Gram Sabha.
3. He / She should build the capacity of VRPs by periodic training for field verification and preparation of report for the Social Audit by Gram Sabhas.
4. He/ She should ensure the receipt of all appropriate records, concurrent audit reports and ATRs on previous audit reports from Village Panchayats for the Social Audit by Gram Sabha.
5. He / She should guide the designated VRP teams in Village Panchayats in report preparation for Social Audit by Gram Sabha and monitor stage by stage.
6. He / She should ensure the conduct of Social Audit by Gram Sabha as scheduled by SASTA with the assistance of VRPs.
7. He / She shall do 100% Data Entry of findings of Social Audit in web portals and updating the authenticated rectification, recovery details of the social audit reports.
8. He / She should undertake 20 days per month field inspection within block allotted for various aspects to be accomplished in his job role.
9. He / She should maintain inventory of the office with copy of Social Audit Report, Rectification report, Recovery Report, Public Hearing/High Level Committee minutes at Block level.
10. He / She should appraise the performance of the VRP teams and report to respective Gram Sabhas annually.

11. He / She should do any other work entrusted by Director SASTA from time to time for facilitating the Social Audit of Schemes.

4) Scope of work

1. The Society proposes to engage a Recruitment Service Agency for recruitment of the sanctioned strength of Social Audit - State Resource Person, Social Audit - District Resource Persons and Social Audit - Block Resource Persons. The Recruitment Service Agency will be retained for a period of three years, to fill up the vacancies arising.
2. It shall be the responsibility of the Recruitment Service Agency to receive e-Applications, verify authenticity of qualifications, experience and other criteria prescribed, screen the candidates, administer the tests on e-Module which the management prescribes for each category and then select candidates on merit and furnish the lists of eligible candidates.
3. The Agency shall prepare advertisement copies and mechanisms for inviting e-Applications.
4. The Agency should give the list of candidates for engagement of Social Audit - State Resource Person (SA-SRP) in the ratio of 1:5, Social Audit - District Resource Person (SA-DRP) in the ratio of 1:5 and Social Audit - Block Resource Person (SA-BRP) in the ratio of 1:3, selected on the basis of written test for interview.
5. The Selection Committee designated will conduct the final oral interview and draw the final list of selected candidates.
6. The firm should be able to get application in the ratio of 1:7 for every post from the Geographical area specified within State.

5) Deliverables

The agency is expected to deliver the following:

- **Inception Report** – Elaborating on recruitment methodology with detailed work plan, approach to the assignment and selection methodology for the given positions. The proposed 'job description' for each of the

positions and the selection methodology should be as per the specifications given by SASTA.

- **Applications Management** – Digital Database should be maintained for all the applications received in response to advertisement, applications scrutinized for the eligibility criteria and shortlisted candidates for the selection process. The database should also provide information on all the applications which are not shortlisted along with reasons for rejection. Publication of this database should be taken up with prior consultation from Director, SASTA.
- **Submitting Merit List of recommended candidates** - Detailed grades/scores and merit list of the candidates, who participated in the final selection process should be submitted. CVs of all recommended and waitlisted candidates should be submitted in both electronic form and hard copy. The complete recruitment process till placement of all agreed staff will be done by HR agency under the monitoring of SASTA. The complete report of credential verifications of the recommended and waitlisted candidates shall be submitted.
- **Recruitment should be successfully completed for all agreed number of positions.**
- **Maintenance of Recruitment Records:** All records related to recruitment and selection under this assignment is maintained for the use of SASTA and should be made accessible to SASTA for disclosure under RTI and any other statutory requirement, if and when required.
- **Vacancies arising during contractual period:** In case of vacancies, arising during the contractual period, due to staff attrition/termination/any other reasons including disciplinary issues, the same shall be filled up by the agency as per terms and conditions of the final contract. **In case of vacancy within 3 months of on-boarding of staff, the agency should provide a replacement free of cost.**

6) Timeline for Deliverables

Sl. No	Deliverables	Tentative timeline
1	Inception Report	EDC + 1 week
2	Applications Management	EDC + 1 month
3	Submitting merit list of recommended candidates	EDC + 2 months
4	Recruitment successfully completed for all agreed number of positions	EDC + 3 months

*EDC- Effective Date of Contract

This is the maximum time frame for recruitment and wherever possible the Recruitment Service Agency should try to shorten it.

7) Indicative Payment Terms

Payments are proposed to be made according to the following schedule:

- a) Ten (10) percent of the Contract Price shall be paid against the submission of Inception Report.
- b) Eighty (80) percent of the lump-sum amount shall be paid upon final recruitment of the provided positions.
- c) Ten (10) percent of the amount to the successful completion of the Contract.

This term of payment is indicative and it will be finalized at the time of contract negotiation.

8) Qualifications of the Recruitment Agency and Key staff Requirement

The following are the key requirements and qualifications for the short listing of the HR Agency.

- Registered firm for HR / Recruitment Services.

- Prior experience of not less than 5 years in identification and recruitment of minimum 250 number of personnel for similar nature in the past 3 years
- Experience in working with Government Departments and Non-Governmental sector.
- Should have expertise in e-Application Software handling and recruitment base.
- Should have experience in e-Mode test with software or outsource a software for conduct of Test in App (or) Desktop mode.
- Adequately experienced staff and infrastructure to undertake the tasks outlined within the specified time frame.
- The key staff should consist of a Lead e-Recruitment Specialist with a minimum of 5 years of experience in the field of designing of performance based recruitment, capacity building strategy at the Government and Non-Government sectors and other personnel with experience in personnel administration fields.

9) Procedures for Selection of Recruitment Agency

The selection of agency shall be on Minimum cost based, after the eligibility of the firm.

Shortlisting Criteria

- a. The agency should have at least - **Five years** of experience of providing services to organizations in strategic engagement of professionals at leadership and operational levels at National, State and District level.
- b. The Agency should have conducted at least **3 similar assignments** for organizations implementing development projects.
- c. Average Annual turnover of at least **Rs. Two Crores** during last three financial years.
- d. The Agency should have recruited at least 150 mid and high level managerial positions in last three years

- e. Agency must not have a track record of unsatisfactory performance with any State / Central Government Organizations.

10) Validity of the Contract

The Agency chosen will be on hire for a period of three years. The contract will be from year to year, renewal of contract for the second and third year will be based on past satisfactory performance of mobilising candidate and facilitation of the process.

11) Reporting

The agency will directly report to the Director, SASTA.

12) Reporting Mechanism

As per the reporting requirements under the contract, the Consultant will submit the following reports which will be reviewed and approved by the Director, SASTA.

1. Inception report.
2. Monthly Progress Reports against the agreed monthly output.
3. Any other reports as agreed upon for certain critical activities during the contract period, in particular, as mentioned in the deliverables.

13) Location of Assignment

All the Districts except Chennai.

14) Address for Communication

The Director,
Social Audit Society of Tamil Nadu (SASTA),
Panagal Building, Saidapet, Chennai-600 015.
Phone: 044-24322152,
E-mail: sadirectorate@gmail.com