MSSIDC invites applications from individuals to work as a Consultant to facilitate the Development of Coir Cluster in Sindhudurg District. The interested applicants may submit application along with Curriculum vitae giving details of experience for working and executing similar projects. The detail terms & conditions are available on our website https://mssidc.maharashtra.gov.in. The last date for submission of application is 31.12.2019 upto 5.00 p.m.

MSSIDC reserves the right to accept or reject any one or all the applications without assigning any reason.

Place: Mumbai
Date: 23.12.2019
Authorized signatory
TERMS AND CONDITION FOR APPOINTMENT OF CONSULTANT TO FACILITATE THE DEVELOPMENT OF COIR CLUSTERS IN SINDHUDURG DISTRICT.

The Maharashtra Small Scale Industries Development Corporation limited is a Government of Maharashtra undertaking established with an objective to assist small scale industries in the state. The corporation is also nodal agency of development of Handicraft in the state. The corporation is assisting small scale industries for marketing their products to the various Government departments in the state.

The Corporation is also instrumental in promoting clusters for Coir under Resource based intensive planning in Sindhudurg District which is a pilot project of Government of Maharashtra. The Corporation has established Maharashtra Coir Production, Training & Exhibition Center (MAHACOIR) at Kudal, District Sindhudurg for manufacturing of various Coir products.

(1) OBJECTIVE OF ASSIGNMENT

The objective of the assignment is:

(i) To prepare a strategy and roadmap for effective management of Coir CFCs & MAHACOIR in Sindhudurg District & implementing the same.
(ii) To make the Coir CFCs & MAHACOIR viable business unit thereby creating employment opportunities to the local community.

(2) SCOPE OF THE WORK

(1) To prepare the structure to build a Database Management System regarding suitable raw material, their sources and the available quantities.
(2) To assist the MSSIDC in preparing a quality control mechanism and in implementing it.
(3) To prepare a price fixation mechanism for raw material purchase and finished goods.
(4) To prepare a raw material (husk) procurement plan.
(5) Preparation of Standard Operating Procedures for the purchase of raw material.
(6) To prepare curriculum, schedule for training to the farmers, farmer groups for collection of husk.
(7) To determine the process flow with time and motion study for each process from conversion of husk to yarn.
(8) To determine various machinery, tools & new techniques required for efficiently processing coir husk and their specification.
(9) To prepare Standard Operating Process for CFCs & MAHACOIR.
(10) To carry out functional audit of machinery installed at CFCs & MAHACOIR and listing down the improvements/repairs required.
(11) Capacity building and hands on training of the staff for operation of the machinery and production with clear measurable targets for each production process in the following areas.
   I. Purchase of raw material i.e. husk.
   II. Machine operation & maintenance.
   III. Quality parameters & control for raw material & finished goods.
   IV. Accounting.
   V. Store Management.

vdk desktop/file: TC COIR CONSULTANT 181219
VI. Marketing.

(12) To prepare Job profiling of all working staff at CFCs & MAHACOIR.
(13) To determine the process of maintenance for the machinery & tools installed.
(14) To provide hand holding support to the staff working at CFC and local community for a period of one year.
(15) To prepare Organizational structure, Hierarchy & command system, Administrative & Financial powers. Terms & conditions of the services, Requirement system for the staff to be deployed at CFCs & MAHACOIR.
(16) To design various formats for documents/registers to be maintained at CFCs & MAHACOIR.
(17) To design various daily and monthly reporting formats for review as well as for the log book maintained for the machinery.
(18) Formation of Self Help Group to run the CFC at their own and capacity building of the Self Help Group to run the CFC effectively.
(19) To identify forward linkages for finished products manufactured at CFCs and to have tie up arrangement with them.
(20) To prepare a business model for CFCs & MAHACOIR.
(21) To prepare strategies with specific deadline for achieving various objectives on the basis of issues.
(22) To stabilize the operation of CFCs by end of the one year thereby ensuring the production and productivity targets are achieved.

(3) Eligibility criteria

(i) Educational qualification: - Post graduate in Business Management. (enclose copies of self attested certificate from University.)
(ii) Experience - At least 10 years holding a senior management position in public/private or development sector with minimum 3 years experience in cluster development. (enclose copies of self attested experience certificates.)
(iii) Age limit : Up to 50 years.
(iv) The candidate is required to submit his/her application along with curriculum vitae & copies of the certificates as mentioned above.

(4) Period of contract
The initial contract period shall be for 1 year from the date of appointment order. The duration may increase or decrease depending on the requirement of the assignment. The contract period can be extended for further period of 1 year depending on performance & achievement of the consultant.

(5) Monthly remuneration
Rs.75,000/- lump sum (it includes travelling expenses within the State and lodging & boarding expenses.)
(6) ADDITIONAL ATTRIBUTES

i. Should have sound understanding of socio-political economic concerns related to community driven policies linked with poverty and have the ability to understand poverty in its multidimensional aspect.

ii. Should have prior experience of conceptualizing and implementing new ideas which shall focus on mass employment generation and income opportunity for rural masses.

iii. Should have prior experience of development of cluster with establishment of value chain.

iv. Good communication skills.

v. Capable of handling a team

vi. Should be innovative and energetic to quickly analyze and come out with solutions to meet the ground situation.

vii. Should possess good administration skills / Ability to set processes and monitor the same.

viii. Should possess good Verbal and written communication skills.

ix. Should possess report preparation skills and Analytical skills.

(7) INSTITUTIONAL ARRANGEMENTS

The consultant will report to the General Manager, MSSIDC and will work in close coordination with the respective office of M.S.S.I.D.C. at Kudal, Sindhudurg.

(8) EXPECTED OUTCOMES

(i) Regular supply of raw material with required quality and quantity at a predetermined price along with a mechanism for collection.

(ii) Efficient operation of all machinery installed at MAHACOIR & CFCs.

(iii) Proper upkeeping of machinery with regular maintenance.

(iv) Manufacturing of quality products as per required specifications.

(v) To determine the prices of finished goods and forward linkages for the same

(vi) Capacity building of staff working at MAHACOIR & CFCs for improving productivity.

(vii) Standard Operating Procedure (SOP) for MAHACOIR & CFCs.

(viii) Formation of Self Help Group, their capacity building to run the CFC independently.

(9) PAYMENT TERMS

The Consultant will be paid monthly remuneration of Rs.75,000/- subject to deduction of taxes (Income Tax and T.D.S. on G.S.T.) as per existing rules. The remuneration include Travelling and accommodation charges for travel within Maharashtra. Travelling & accommodation (excluding food) outside Maharashtra will be reimbursed at actuals as per MSSIDC norms applicable for the post of Dy. General Manager. A surety (interest free cash deposit) of Rs.60,000/- will be deducted at Rs.10,000/- p.m. for a period of 6 months. The surety amount will be refunded only after successful completion of the contract period. The surety amount deducted shall be retained by the Corporation in the event of the Consultant leaving the Contract before completion of six months.
(10) TERMINATION OF CONTRACT

MSSIDC reserves the right to terminate the contract by giving one month's notice. The consultant also terminate the contract by giving two months advance notice. In case of termination of contract by the consultant any amount recoverable will be recovered from the monthly remuneration payable to him.

(11) SELECTION PROCEDURE

Interested candidates fulfilling the above criteria shall submit their application to the General Manager, MSSIDC on or before 31/12/2019 upto 5.00 p.m. The applicant will also require to submit at least two references from their past employer/institutions they have worked with.

The appointment of the person is for giving services as mentioned in Scope of Work. He/She will not be eligible for any allowances or benefits given to the permanent employees of MSSIDC.

The shortlisted candidates will be called for interview and selection will be done by the selection committee of MSSIDC. The decision of the committee with regards to selection of the candidate will be final.

MSSIDC reserves the right to accept/reject any one application or all application without assigning any reason.

(12) AGREEMENT

The selected candidate has to execute an agreement in the prescribed format of MSSIDC on Rs.500/- non judicial stamp paper. The appointment order will be issued only after execution of agreement.

(13) SUBMISSION OF APPLICATION

The last date for submission of application is 31/12/2019 upto 5.00 p.m. The application can be submitted manually or through email on varsha@shinde@gmail.com. The applications received after the last date of submission will not be considered.