

## **TERMS OF REFERENCE**

Head Production Manager

### **Background**

Bihar Rural livelihoods Promotion Society is an autonomous society working under Government of Bihar with an objective of addressing rural poverty in Bihar. Developing community owned business model for members with common skill base could be one way of addressing rural poverty. Through its non-farm interventions, the Bihar Rural Livelihoods Promotion Society (BRLPS) has linked approximately 15,000 poor rural households. Out of which more than 2000HHs are linked to Art & Craft intervention.

### **Context**

Under the Non-farm sector of Livelihoods theme, BRLPS aims to create an ecosystem that can act as a catalyst for entrepreneurial activities and strengthen MSME (Micro, Small, & Medium Enterprises) in rural Bihar. As per the Govt. Mandate, JEEViKA got an opportunity of supplying School dresses to the students of all Govt. Schools. In FY 2019-20, around 1.10 Crore students got benefitted under DBT for school dress to students.

This year, the amount for dress would be transferred to the students account directly through DBT and they have to procure the dresses from JEEViKA and Clusters of MSME only. In compliance of the Cabinet Note, we have to produce atleast 1.50 Crore dresses for the initial year, which will increase later on.

To fulfil this demand we are in process of setting up of 25 State of the Art “Training cum Production center for stitching” and more than 200 Producer groups across Bihar. It is, therefore, envisaged to engage competent resource person (consultant) with relevant experience to support the centers running and sustaining from central level.

The terms of engagement (Job role, Qualification, Experience, Reporting structure, Consultancy fee and consultancy period) is outlined as below: -

#### **A. Job description and Responsibilities**

1. Entire operation management – Production process across all center of Bihar
2. Cost reduction, profitability of the production floor, maximum utilization of machinery and resources
3. Manpower planning and management, timeline adherence
4. Must possess a full understanding of Floor layout for stitching units

5. Procurement of Raw Materials and supply and distribution to all district centers
6. Planning and monitoring production schedules and altering them when necessary.
7. Ensuring timely delivery of products
8. Working with in-house design and sales teams, buyers and quality control departments.
9. Managing orders
10. Training and development to the staff

## **B. Consultant's Qualification and Experience**

- Educational qualification: Bachelor degree
- Must have 10+ years of experience in the Apparel production industry
- At least 3 years at managerial level in any Apparel production house.
- Must possess a full understanding of garment construction including pattern, fit, and sewing details
- Must have firm understanding of various fabric types and how each fabric type applies to different products
- Must have a strong capacity for multi-tasking, organization, working independently and time management.
- Must be able to prioritize and maintain a high level of accuracy doing multiple tasks in a fast paced, dynamic environment.
- Candidates with experience of state/national level government institutions promoting large scale livelihood initiatives in the framework of SHG-VO-CLF is desirable.
- Candidates having experience of floor planning and line setup for production will be given preference.

## **C. Period of Consultancy**

The period of consultancy services will be for one year, however, there is a possibility of extension of contract upon satisfactory performance.

### **Selection Process:**

As per the Consultant policy of JEEViKA, the selection process of the consultant will be on the basis of Walk-in Interview. Based on above qualification and relevant experience, the CV will be collected from all sources and based on screening of CVs, the candidate will be invited for personal interview by the panel.

**Payment:**

Salary will be as per industry standards and BRLPS consultant policy. Final negotiating authority will be CEO-BRLPS.

Monthly payment will be made after the submission of monthly attendance along with task performed in each month. SPM-NF will approve attendance along with task performed detail and recommend for payment on monthly basis.

**Review and Report**

Consultant will report to the SPM-NF, and co-ordinate with them along with other team members.

1. Review: SPM-NF will review monthly work plan and approve tour plan/ work delivered.
2. Report: Consultant has to submit work output and related plans as specified by SPM-NF