

**DRAFT TERMS OF REFERENCE
STATE MONITORING & EVALUATION SPECIALIST
TO BE ENGAGED BY
MISSION DIRECTORATE, SWACHH BHARAT MISSION (GRAMIN), ASSAM**

(A)BACKGROUND:

To accelerate the efforts to achieve universal sanitation coverage and to put focus on safe sanitation, the Prime Minister of India launched the Swachh Bharat Mission (SBM), on 2nd October, 2014. The Swachh Bharat Mission (Gramin) is implemented under the umbrella of Ministry of Drinking Water and Sanitation (MDWS), which aims to achieve Swachh Bharat by October 2, 2019, as a fitting tribute to the 150th Birth Anniversary of Mahatma Gandhi. SBM-Gramin looks after sanitation issues in the rural areas of the nation. Assam, is an open defecation free State as declared on March 2019 based on the BLS 2012. The Ministry of Drinking Water and Sanitation has developed an online monitoring system for SBM (G). The main focus on the monitoring arrangements for the Mission is that of toilet usage through creation of ODF communities.

(B)OBJECTIVES AND SCOPE

The scope of the position includes contributing towards development & maintenance of robust IMIS system, with inputs from the M&E Specialist inter alia for monitoring and evaluation and its regular maintenance. The M & E Specialist, will have to coordinate with MDWS to ensure seamless connectivity at all times through the System Administrator and any IT related issues of the system users will have to be resolved expeditiously. The M & E Specialist would also manage security administration activities for IT systems. The position also encompasses creating and generating accurate and timely MIS reports and training & capacity building of the project staff on MIS.

Key job responsibilities include:

- a) M & E Specialist would be instrumental in maintaining a robust MIS System for the Mission Directorate integrating the activities at the State level as well as District & Block levels;
- b) He/She will supervise the work of the consulting firm to be hired for development of the project MIS system/ data entry and provide guidance for developing programs/applications as per the requirement;
- c) Training the SBM-G district staff in the use of latest IMIS system at regular intervals;
- d) Analysis of Data of both State & District as per IMIS and updating Mission Director, SBM-G as well as State Coordinator SBM-G and take necessary measures as instructed.
- e) Trouble shooting to ensure smooth implementation of the IMIS application. Identify, resolve/rectify issues relating to flow blockades, user interface issues, networking problem and security concerns.

- f) Ensure that the reporting, communication, financial and procurement systems of the Mission Directorate, SBM-G are embedded into the IMIS system.
- g) Participate and contribute to the review meetings of State Govt & Govt of India.
- h) Participate in knowledge sharing meetings with State team members at Mission Directorate, SBM-G.
- i) Maintenance, execution and implementation of a State website of the Mission Directorate, SBM G& related aspects module linked to a biometric attendance system.
- j) Lead IT related communication with government and other stakeholders of SBM G.
- k) Provide clarifications to stakeholders on IMIS as and when needed.
- l) Maintain source-code used in developing software/MIS Applications/Website/Web Portal etc
- m) Ensure regular updating of the IMIS by the District SBM-G Team.
- n) Establishment and administration of efficient email system, including controlling privileges & permissions to database users, maintaining user accounts, and profiles
- o) Ensuring seamless communication within the District team and other stakeholders through IMIS.

DUTY STATION: Guwahati, Assam

(C) Travel Requirements: The M & E Specialist will be required to undertake field-visits and tours to the districts, with prior approval of the MD, SBM-G. Occasional out of the state visits may also be required as directed by the MD, SBM-G.

(D) QUALIFICATIONS, EXPERIENCE, AGE ETC

- a) **Educational Qualification:** BE/B.Tech in Computer Engineering/Computer Science/Information Technology/ Information & communication technology or MCA or MSc in Electronics or Masters in Statistics or equivalent from any Govt. recognized University/institution.
- b) **Working Experience:** Minimum 5years of experience in handling Data management, monitoring & evaluation of IMIS, data analysis and compilation etc in Govt. or International development organization.
- c) **Computer Skills:** The M & E Specialist must be highly proficient in computer applications, including SPSS, STATA, MS-Word, MS-Excel and MS Power Point& other related software.
- d) **Language:** Knowledge and high level fluency in English & Assamese
- e) **Age:** 28 to 38 years as on 1st May 2019.

(E) Desirable Qualifications, Experience, Skills etc:

- a) Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking.
- b) Good social, analytical, inter-personal and planning skills.
- c) Self-motivated and possessing ability to work independently as well as in teams.

(F) DURATION OF CONTRACT, NOTICE PERIOD ETC.

The tenure of **M & E Specialist** is intended to be engaged for a period of 11 months which can be further extended based on his/her performance. The decision of the MD, SBM-G will be final and binding in this regard.

The contract with **M & E Specialist** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam. The engagement is purely contractual in nature. The Mission Directorate, SBM-G or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.

The **M & E Specialist** will have to serve Mission Directorate, SBM G on full time basis under overall command of Mission Director, SBM G and provide services from the Mission Directorate Office, SBM-G, Guwahati Assam.

(G) REMUNERATION, PAYMENT TERMS AND LEAVE

Annual Remuneration Range is INR 6 Lakh to INR 10 Lakh per annum. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the M & E Specialist will be determined. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable shall be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on his/her performance, as decided by MD, SBM G.

In case, if no suitable candidate with requisite experience as mentioned above is found, Mission Directorate, SBM(G) reserves the right to select candidates at lower remuneration than the package mentioned above, and it will commensurate their last pay.

Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per orders of MD, SBM-G. The provisions of leave would be as per orders of MD, SBM-G.

No house rent allowance or any other allowance shall be paid by the Mission Directorate, SBM G. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid.

(H) REPORTING AND PERFORMANCE REVIEW

The M & E Specialist will report to the Mission Director, SBM (G). He will also update the State Coordinator, SBM G. Annual performance review will be done as directed by MD, SBM G. Any app/module developed by the M & E Specialist during his/her tenure in SBM G, will be the sole property of the Mission Directorate, SBM G , Assam.

(I) FACILITIES TO BE PROVIDED BY THE Mission Directorate, SBM-G

Access to all the required documents, correspondence, and any other information associated with the Mission Directorate, SBM G project and as deemed necessary. M & E Specialist will be provided with one cubicle in workstation along with computer, & other office consumables and internet access.

Note: This is a draft ToR and MD, SBM G reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.

Remuneration is negotiable for deserving candidate. In case, when no candidate with requisite experience as mentioned above is found, Mission Directorate, SBM(G) reserves the right to select candidates at lower remuneration than the package mentioned above, and it will commensurate their last pay. Candidates should email their duly filled up application form as prescribed in the website at sbmgassamrecruitment2019@gmail.com.

The last date of submission of application is 15th June 2019. Only shortlisted candidates will be contacted for interview. Original documents including pay slip will be verified and their photocopy should be submitted only at the time of interview.
