

## Terms of Reference for the post of Sector Expert

1.	Name of position	<b>Sector Expert</b> 1. Agriculture and Allied Sector, 2. Infrastructure and Industry, 3. Social Sectors (Education and Health), 4. Technology and Entrepreneurship, 5. Urban Development, 6. IT and Data Analytics, 7. Human Resources and Capacity Building.
2.	Number of positions	7 (Seven)
3.	Method of recruitment	Contractual
4.	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5.	Period of Contract	Initially for one year (Extendable upto 2 year)
6.	Location of Posting	Panchkula, Haryana
7.	Remuneration ( <b>per month</b> )	Rs 1,00,000/- (Consolidated inclusive of all)
8.	Education qualification	<b>Essential</b> Masters <Subject specialist>, MBA or Post Graduate Diploma in Management in the specified sector with considerable amount of field experience post highest qualification.  <b>Desirable</b> Persons with advanced diploma or degree in (the specified sector), published papers in the relevant field would be preferred.
9.	Experience	Minimum 8 -12 years experience relevant to the job description. Preference will be given to persons with work experience in specified sector, implementation of programmes. Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement. The experience of internship/training will not be considered.
10.	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Maintain synergy between the State Planning Department, LKI and NITI Aayog.</li> <li>• To assist SIT in achieving its objectives in collaboration with NITI Aayog and the LKI.</li> <li>• Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of the State.</li> <li>• Preparation of development strategies, sectoral targets, socio-economic goals and State Vision@ 2047, as per the State's requirements and roadmap to achieve the same.</li> <li>• Draft policy briefs, presentations and other documents.</li> <li>• Coordination with development partners and technical agency concerned.</li> <li>• Support mechanisms for strengthening horizontal and vertical coordination within Government.</li> <li>• Coordinate with State/UT officials for preparation of project proposals to be taken up for implementation by the State Government.</li> <li>• Assist State in strengthening the innovation ecosystem.</li> </ul>

		<ul style="list-style-type: none"> <li>• Assist State in strengthening the monitoring and evaluation ecosystem.</li> <li>• Create and facilitate cross learning platforms.</li> <li>• Documentation of activities and emerging good practices performed by the SIT.</li> <li>• Support in preparation of State, regional and sectoral reports on regular basis.</li> <li>• Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog.</li> <li>• Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops.</li> <li>• Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission.</li> </ul>
11.	Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experience in stakeholder management.</li> <li>• Experience in carrying out research and preparing policy briefs.</li> <li>• Experience in drafting reports and reviewing detailed project reports.</li> <li>• Prior experience with Government, UN agencies and other international organizations is desirable.</li> <li>• Knowledge and experience related to National/State planning.</li> <li>• Excellent Analytical &amp; Problem-solving skills</li> </ul>
12.	Language Requirements	Excellent verbal and written English and Hindi skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13.	Leave	Entitled to have State government enlisted holidays. Will be entitled to 18 days leaves in the entire year.
14.	How to apply	Eligible candidates may apply online on the website by 01-05-2025.
Note:- Final selection will be based on the written test and interview.		

### Terms of Reference for the post of Consultant

1.	Name of position	<b>Consultant (Monitoring &amp; Evaluation )</b>
2.	Number of positions	2 (Two)
3.	Method of recruitment	Contractual
4.	Age Limit	Candidates should be below 50 years of age as on the date of advertisement□
5.	Period of Contract	Initially for one year (Extendable upto 2 year)
6.	Location of Posting	Panchkula, Haryana
7.	Remuneration ( <b>per month</b> )	Rs 1,00,000/- (Consolidated inclusive of all)
8.	Education qualification	<p><b>Essential</b> Postgraduate Degree or equivalent in Economics/Statistics/ Public Policy/ Development Studies/ Business Administration/Management.</p> <p><b>Desirable</b> Persons with Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p>
	Experience	<ul style="list-style-type: none"> <li>• Overall 8-10 years of work experience with minimum 5 years of experience in programme monitoring, evaluation, research or related fields. Multisectoral experience (combination of national/international public, private and civil society sector) preferred.</li> <li>• Relevant research experience at appropriate level backed by suitable publication records.</li> </ul>
10.	Job description/ Duties & Responsibilities	<p>S/he will be required to execute and provide technical support to the Senior Management on the following:</p> <p>1. Monitoring of ongoing government policies and programmes</p> <ul style="list-style-type: none"> <li>• Reviewing frameworks developed for monitoring output and outcome indicators for existing and new schemes; engaging with key stakeholders including NITI Verticals, Departments.</li> <li>• Facilitating and driving creation and maintenance of dashboards for monitoring.</li> <li>• Monitoring the performance on MIS/dashboards; managing related data and dashboard.</li> <li>• Preparing scheme performance assessment reports based on progress data.</li> <li>• Monitoring and analysing performance of key infrastructure and social sectors, issues/challenges and preparing recommendations after discussion with key stakeholders for review at the highest levels of the Government.</li> <li>• Support the team monitoring National Indices for reform and growth to drive reforms and growth in the State.</li> </ul> <p>2. Evaluation studies of government schemes and programmes with recommendations for course corrections</p> <ul style="list-style-type: none"> <li>• Design, plan, drive and manage evaluations to assess the</li> </ul>

		<p>performance of Government interventions across the region/state to provide insights and recommendations to stakeholders to guide decision making.</p> <p>3. Driving innovation and technology use for evidence generation and uptake</p> <ul style="list-style-type: none"> <li>• Lead and support initiatives directed at exploring and promoting research, innovation, data and use of technology by the team in the M&amp;E domain.</li> <li>• Conducting or providing support to data quality assessments.</li> <li>• Analysis of primary and secondary data sets – both qualitative and quantitative.</li> </ul> <p>4. Institutional advancement and communication</p> <ul style="list-style-type: none"> <li>• Cultivate strategic partnerships with leading state and national organizations such as NGOs and academic institutions in the Social Sector.</li> <li>• Support initiatives for capacity building and other engagements with Central &amp; State Governments and other stakeholders for institutional learning.</li> <li>• Research and prepare policy notes, articles, reports etc for dissemination of knowledge on topics pertaining to M&amp;E.</li> <li>• Develop primary/secondary data collection tools, SOPs, toolkits and Best Practice reports to standardize and improve M&amp;E processes based on project experience and secondary research.</li> </ul> <p>5. Other duties as assigned.</p>
11.	Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experience in stakeholder management.</li> <li>• Experience in drafting reports and reviewing detailed project reports.</li> <li>• Prior experience with Government, UN agencies and other international organizations is desirable.</li> <li>• Knowledge and experience related to National/State planning.</li> <li>• Excellent Analytical and Problem-solving skills.</li> </ul>
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