Government of Odisha
Finance Department
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Appointment of Specialists for PPOMU

FINANCE DEPARTMENT, GOVERNMENT OF ODISHA has set up of a Monitoring & Evaluation Unit called Programme Performance & Outcome Monitoring Unit (PPOMU) to conduct concurrent monitoring impact assessment of flagship national and state schemes in Odisha.

The department is inviting applications from experienced development experts / professionals for contractual appointment of the following positions in PPOMU:

Position	Requirement
Research Methodology & Documentation Specialist	1
Outcome & Impact Assessment Specialist	1
IT Procurement Specialist	1

Eligible candidates are requested to submit their application as per prescribed format through **Email /Registered Post / Speed Post / Courier** mentioning **- "Application for the position of ………………".** Applications received incomplete or after the last date and time will not be considered. Finance Department reserves the right to reject any or all applications without assigning any reason thereof.

Last date and time of submission of application: 20th May, 2017 up to 5.00 P.M.

For further details, please visit: **http://www.odisha.gov.in/finance/index.htm.**

Address for Submission of Application:

Additional Secretary to Government
Programme Performance &Outcome Monitoring Unit (PPOMU),
Finance Department,
Ground Floor, MDRAFM Guest House, MDRAFM Campus,
Near XIMB Square, Chandrasekharpur,
Bhubaneswar-751023, Phone: 0674-2303692,
 Email: recruitmentppomu@gmail.com

Additional Secretary to Government
Finance Department, Govt. of Odisha

APPLICATION FORM

Position applied for		Paste recent Passport size photograph here

1. Personal Details

Name of the Candidate	(First Name)	(Surname)
Father's Name		
Address	Permanent	Present
Mobile		
E-Mail Address		
Date of Birth		
Category		
Sex (Male / Female)		

2. Educational Qualification (from Graduation onwards)

Qualification	Institution	Board / University	Year of Completion	Division /Grade	Percentage of Marks /CGPA Obtained	Remarks if any

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4.   **Employment / Experience Details : (Starting from the present position)**

Name and Address of the Employer	Designation	Duration		Experience in year and month	Brief description of Duties
		From	To		

5.   **Computer literacy:**

Software	Level of Knowledge (Please tick relevant column)		
	Average	Good	Expert
MS-Word			
MS –Excel			
MS-Power Point			
Internet & E-Mail			
Other (Please specify)			

6.   **Language Proficiency (Please tick in the appropriate box)**

Language	Ability to Converse			Ability to Read			Ability to Write		
	Average	Good	Excellent	Average	Good	Excellent	Average	Good	Excellent
Odia									
English									
Hindi									

7.   **Reference: (Two persons to whom you have professionally reported)**

Reference 1	Reference 2

8. Letter of Motivation indicating the reasons of your interest for the post (within 200 words)

Declaration:

I do hereby declare that all the information submitted in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date

Place   **Signature of the Applicant**

Job Title	**Research Methodology and Documentation Specialist**
Job Category	Managerial
Department/Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Experience Required	Minimum 5 years
Age	50 Years
Remuneration	Rs. 60,000 - 75,000 Per Month
Position Type	Contractual
Duration	2 years
Job Purpose	Research Methodology and Documentation Specialist will be responsible for maintaining the credibility of research funding through stringent quality checks and document the process and assumptions
Responsibilities	• Design appropriate research methodology for the evaluation and impact assessment of various schemes; • Design promotional strategies and related materials to encourage participation and support for research assessment of development schemes. • Consolidate and improve the research methodology to ensure that the findings are based on a solid methodological foundation. • Ensure that relevant research methodology is applied and all M&E survey are handled in accordance with established protocols, policies and procedures by the agencies. • Provide inputs to ToRs in the research and survey requirements, research tools; • Assuring quality of data collected through Research Agencies, drawing inferences, report writing and ensuring adequate documentation of all research efforts; • Supervise the data collection process and develop means to systematize and streamline data entry and analysis • Provide statistical analysis and interpretation of data collected, and construct the monthly/ quarterly/ annual reports. • Review and regularly update baseline, indicators, tools and data sources around development project performance and accountability. • Provide technical advice to the PPOMU team on quantitative research methods and statistical analysis and on construction of indices. • Promote and assist the regular documentation of research and assessments for use by user departments as well as by academicians / research organisations. • Develop estimates of time and resources for research projects. • Develop presentations and present information and training sessions to agencies and concerned departments. • Keep agencies and concerned departments informed on progress through regular reports and newsletters. • Showcase best practices identified under different programmes within Odisha. • Help in developing the web-portal for archiving the documents and present the information to help management decision process. • Undertake any other reasonable duties as may be requested from time to time.

Selection Criteria	- Post Graduate degree or equivalent in Economics/ Mathematics/ Statistics/Sociology/Anthropology/Psychology/Development Studies/Management/ Public Policy or related field may be considered - Should possess specialized knowledge of Social Research Methodology. - S/he should possess expertise in designing sample size and research methodology for evaluating and assessing performance of various development schemes. - Solid analytical and research skills, both in qualitative/quantitative approaches. - Good writing skills, writing up research and consultancy reports, as well as other publications. - Good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.

PROGRAMME PERFORMANCE & OUTCOME MONITORING UNIT (PPOMU) under the
Finance Department, Government of Odisha

TERMS OF REFERENCE
Research Methodology & Documentation Specialist

INTRODUCTION

There is growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to such schemes. From employment promotion through the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) to urban infrastructure through the Jawaharlal Nehru Urban Renewal Mission (JNNURM) etc, there are several national schemes in operation at present. Apart from these, there are several state programmes such as Mamta (for nutrition), Ambulance scheme (for hospital access) as well as investments in roads, ports and other infrastructure to develop certain key areas / sectors, reduce inequity and promote holistic growth.

While there is increasing funds available for these schemes, Odisha (like most other states) is facing challenges in effectively utilising these funds as well as demonstrating linked outcomes and impacts. In order to improve this, the Government of Odisha has mandated outcome budgeting from 2010-11 for key departments. From 2017-18, all departments of the government have been mandated to prepare outcome budget.

PROGRAMME PERFORMANCE AND OUTCOME MONITORING UNIT (PPOMU)

In order to make systems more efficient for monitoring and oversight of these development schemes, the Finance Department, Government of Odisha has established a 'Programme Performance & Outcome Monitoring Unit' (PPOMU), to function as its Monitoring & Evaluation (M&E) wing. The PPOMU will be conducting concurrent monitoring and evaluation as well as impact assessment of flagship national and state schemes being taken up by key departments in Odisha.

SCOPE OF WORK

Working closely with Team Leader and other officials in the PPOMU, Finance and concerned Department(s), the Research Methodology & Documentation Specialist will:

1. Design appropriate research methodology for the evaluation and impact assessment of various schemes;

2. Design promotional strategies and related materials to encourage participation and support for research assessment of development schemes.

3. Consolidate and improve the research methodology to ensure that the findings are based on a solid methodological foundation.

4. Ensure that relevant research methodology is applied and all M&E survey are handled in accordance with established protocols, policies and procedures by the agencies.

5. Provide inputs to ToRs in the research and survey requirements, research tools;

6. Assuring quality of data collected through Research Agencies, drawing inferences, report writing and ensuring adequate documentation of all research efforts;

7. Supervise the data collection process and develop means to systematize and streamline data entry and analysis

8. Provide statistical analysis and interpretation of data collected, and construct the monthly/ quarterly/ annual reports.

9. Review and regularly update baseline, indicators, tools and data sources around development project performance and accountability.

10. Provide technical advice to the PPOMU team on quantitative research methods and statistical analysis and on construction of indices.

11. Promote and assist the regular documentation of research and assessments for use by user departments as well as by academicians / research organisations.

12. Develop estimates of time and resources for research projects.

13. Develop presentations and present information and training sessions to agencies and concerned departments.

14. Keep agencies and concerned departments informed on progress through regular reports and newsletters.

15. Showcase best practices identified under different programmes within Odisha.

16. Help in developing the web-portal for archiving the documents and present the information to help management decision process.

17. Undertake any other reasonable duties as may be requested from time to time.

EXPERTISE & EXPERIENCE

The Preferred Candidate would be a Post Graduate or equivalent in Economics/ Mathematics / Statistics / Sociology / Anthropology / Psychology / Development Studies / Management / Public Policy or related field with at least 5 years of experience. S/he should have specialized knowledge of Social Research Methodology and have expertise in designing sample size and research methodology for evaluating and assessing performance of various development schemes. S/he should demonstrate solid analytical and research skills, both in qualitative and quantitative approaches with good writing skills (including for research and publication). The candidate should have good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.

REMUNERATION

An all inclusive monthly remuneration of Rs.60,000 – Rs.75,000 shall be provided for this position.

Age
50 Years

DURATION

The duration of this contract shall be for 2 years, subject to annual appraisals. The contract may be extended further based on performance and mutual agreement.

REPORTING

The Research Methodology & Documentation Specialist will report to the Team Leader, PPOMU.

Job Title	**Outcome and Impact Assessment Specialist**
Job Category	Managerial
Department/Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Experience Required	Minimum 5 years
Age	50 Years
Remuneration	Rs. 60,000 - 75,000 Per Month
Position Type	Contractual
Duration	2 years
Job Purpose	Outcome and Impact Assessment specialist shall be focused on the outcome and impact aspects of various development schemes. S/he shall be responsible for maintaining focus on end-results, designing models for assessing the impact of various schemes.
Responsibilities	• Design a framework for outcome and impact assessment of various schemes; • Develop ToRs for conducting Outcome and Impact Assessment of various schemes. Scheduling of schemes and selection of district for the purpose; • Monitor the assessments / studies being done by consultants / experts related to impact and evaluation studies; • Assist agencies to conduct of environmental and socio-economic assessment of development schemes which involves conducting impact analysis of development schemes and reviewing and analyzing technical reports prepared by agencies and government departments. • Participate and oversee the conduct of field assessments of proposed and operational developments with a view of identifying impacts and effectiveness of development schemes. • Compile and maintain information surrounding environmental and socio-economic issues and participation for the assessment district using various databases • Facilitate feedback to concerned departments about their performance, areas for improvement as well as a performance improvement plan; • Provide policy inputs to the Government of Odisha in modifying scheme implementation / guidelines and any additional schemes that may be needed. • Provide administrative support, training and mentoring for agencies and Government departments to carryout survey and impact analysis. • Conduct research and maintain current awareness of relevant technical, scientific and legislative information related to development schemes, environmental and socio-economic impact assessment. • Liaison with government officials to exchange information regarding impact assessments, obtain information, and to provide and explain policies. • Liaison with general public through workshops and seminars to provide general advice and information on impact assessment requirements. • Help agencies and Government departments regarding impact assessment policies, guidelines, tools, and training requirements. • Coordinate monitoring at each impact assessment site to ensure best practices, given pre-determined constraints. • Help other departments to prepare the output/outcome budget • Undertake any other reasonable duties as may be requested from time to time.

Selection Criteria	• Post Graduate degree or equivalent in Economics/ Mathematics/ Statistics/Sociology/Anthropology/Psychology/Development Studies/Management/ Public Policy or related field.
	• S/he shall have experience of designing and carrying out / overseeing studies for impact assessment of various development schemes.
	• Familiarity with budgeting processes including output budgeting and its monitoring would be essential.
	• Solid analytical and research skills, both in qualitative/quantitative approaches.
	• Good writing skills, writing up research and consultancy reports, as well as other publications.
	• Good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.

PROGRAMME PERFORMANCE & OUTCOME MONITORING UNIT (PPOMU) under the Finance Department, Government of Odisha

TERMS OF REFERENCE
Outcome & Impact Assessment Specialist

INTRODUCTION

There is growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to such schemes. From employment promotion through the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) to urban infrastructure through the Jawaharlal Nehru Urban Renewal Mission (JNNURM) etc, there are several national schemes in operation at present. Apart from these, there are several state programmes such as Mamta (for nutrition), Ambulance scheme (for hospital access) as well as investments in roads, ports and other infrastructure to develop certain key areas / sectors, reduce inequity and promote holistic growth.

While there is increasing funds available for these schemes, Odisha (like most other states) is facing challenges in effectively utilising these funds as well as demonstrating linked outcomes and impacts. In order to improve this, the Government of Odisha has mandated outcome budgeting from 2010-11 for key departments. From 2017-18, all departments of the government have been mandated to prepare outcome budget.

PROGRAMME PERFORMANCE AND OUTCOME MONITORING UNIT (PPOMU)

In order to make systems more efficient for monitoring and oversight of these development schemes, the Finance Department, Government of Odisha has established a 'Programme Performance & Outcome Monitoring Unit' (PPOMU), to function as its Monitoring & Evaluation (M&E) wing. The PPOMU will be conducting concurrent monitoring and evaluation as well as impact assessment of flagship national and state schemes being taken up by key departments in Odisha.

SCOPE OF WORK

Working closely with Team Leader and other officials in the PPOMU, Finance and concerned Department(s), the Outcome & Impact Assessment Specialist will:

1. Design a framework for outcome and impact assessment of various schemes;

2. Develop ToRs for conducting Outcome and Impact Assessment of various schemes. Scheduling of schemes and selection of district for the purpose;

3. Monitor the assessments / studies being done by consultants / experts related to impact and evaluation studies;

4. Assist agencies to conduct of environmental and socio-economic assessment of development schemes which involves conducting impact analysis of development schemes and reviewing and analyzing technical reports prepared by agencies and government departments.

5. Participate and oversee the conduct of field assessments of proposed and operational developments with a view of identifying impacts and effectiveness of development schemes.

6. Compile and maintain information surrounding environmental and socio-economic issues and participation for the assessment district using various databases

7. Facilitate feedback to concerned departments about their performance, areas for improvement as well as a performance improvement plan;

8. Provide policy inputs to the Government of Odisha in modifying scheme implementation / guidelines and any additional schemes that may be needed.

9. Provide administrative support, training and mentoring for agencies and Government departments to carryout survey and impact analysis.

10. Conduct research and maintain current awareness of relevant technical, scientific and legislative information related to development schemes, environmental and socio-economic impact assessment.

11. Liaison with government officials to exchange information regarding impact assessments, obtain information, and to provide and explain policies.

12. Liaison with general public through workshops and seminars to provide general advice and information on impact assessment requirements.

13. Help agencies and Government departments regarding impact assessment policies, guidelines, tools, and training requirements.

14. Coordinate monitoring at each impact assessment site to ensure best practices, given pre-determined constraints.

15. Help other departments to prepare the output/outcome budget

16. Undertake any other reasonable duties as may be requested from time to time.

EXPERTISE & EXPERIENCE

The Preferred Candidate would be a Post Graduate or equivalent in Economics/ Mathematics / Statistics / Sociology / Anthropology / Psychology / Development Studies / Management / Public Policy or related field with at least 5 years of experience. S/he shall have experience of designing and carrying out / overseeing studies for impact assessment of various development schemes. Familiarity with modern budgeting processes including output and outcome budgeting and its monitoring would be essential. S/he should demonstrate solid analytical and research skills, both in qualitative and quantitative approaches with good writing skills (including for research and publication). The candidate should have good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.

REMUNERATION

An all inclusive monthly remuneration of Rs.60,000 – Rs.75,000 shall be provided for this position.

Age

50 Years

DURATION

The duration of this contract shall be for 2 years, subject to annual appraisals. The contract may be extended further based on performance and mutual agreement.

REPORTING

The Outcome and Impact Assessment Specialist will report to the Team Leader, PPOMU.

JobTitle	IT Procurement Specialist
JobCategory	Managerial
Department/Group	PPOMU
TravelRequired	Yes
Location	Bhubaneswar
Upper AgeLimit	50 years
ExperienceRequired	Minimum 5 years
Remuneration	Rs. 60,000-75,000 Per Month
PositionType	Contractual
Duration	2 years
JobPurpose	IT Procurement Specialist shall provide technical support to Finance Department / PPOMU / Other Line Departments in procurement of IT related Equipments and Services. S/he shall also be responsible for planning, supervision, coordination and control over different phases of procurement and contract management as per Public Procurement Policies and to ensure that all the procedures are properly followed.The individual is also overall responsible for all IT procurement planning, contracting and quality assessment for both hardware and software. Besides, the Specialist may be required to provide support for programme / scheme evaluation functions of the Unit.
Responsibilities	• Preparing Request for Expressions of Interest (REOI) and Terms of Reference (TOR) for procurement of IT equipments and services. • Providing Technical Support to Finance Department / Other Line Departments on the procurement issues related to IT Equipments and Services. • Reviewing and advising on technical and commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for IT procurement activities as per the requirement. • Assisting with preparation of IT procurement documents including documented quotes, requests for bids, and requests for proposals, reviewing of specifications and determine the appropriate procurement method to be used for vendor selection and coordinating acquisitions of equipments and services. • Following up with concerned Government Departments to have the TORs and bidding documents approved and issued in a timely manner according to the approved plan of the Project. • Managing the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures. • Following up with concerned government departments for procurement of IT Equipments and Services. • Participating in contract negotiations stage. • Managing the procurement filing system in a systematic manner; monitoring and reporting of procurement implementation status and progress to the authorities from time to time. • Supporting PPOMU in vendor management related to IT equipment and services procurement. • Establishing quality management protocols and adequate guidance for facility management and maintenance of IT facilities and services. • Providing capacity building assistance to other Departments of IT equipment and service procurements. • Assisting PPOMU in IT procurement related matters as and when required. • Assisting in programme / scheme evaluation function of the Unit. • Any other reasonable task assigned by Team Leader, PPOMU from time to time.
Selection Criteria	• Essential Qualification: BE. / B. Tech in any engineering branch/ MCA / / Post Graduate or equivalent degree in Social Sciences/Management/ Rural Development from reputed universities / institutions. Must have handled at least 7-8 IT projects involving system integration, hardware and software procurement, IT facility management, maintenance of existing IT projects and program implementation aspects. One of the projects so handled must be of a value of more than 5 crores INR. • Desirable Qualification: Candidates who have handled more number of complex IT projects valued more than 5 crores INR /Diploma/ Certificate in Procurement and Contract Management will be given preference. Candidates experienced in public procurement will be preferred.

	• At least 5 Years experience in Information Technology domain with demonstrated experience of working with following areas like preparation of Request for Proposal (RFP) / Bid Document / Contract Document of project(s) related to IT Sector / GIS / Intelligent Systems. • Good writing /documentation skills/ adaptive to learn new skills as may be required by the Unit. • Candidates in IT/ITES sector who have worked on business development, bid proposal development, submission of such proposals to the bidding authority and execution of such successful bids are encouraged to apply.

PROGRAMME PERFORMANCE & OUTCOME MONITORING UNIT (PPOMU) under the Finance Department, Government of Odisha

TERMS OF REFERENCE
IT Procurement Specialist

INTRODUCTION

There is a growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to such schemes. Development issues such as employment generation, rural and urban infrastructure development, poverty alleviation, agriculture/irrigation development, education, health, nutrition and social security have gained significant public resources through different national and state schemes.

While there is increasing funds available for these schemes, Odisha (like most other states) is facing challenges in effectively utilising these funds as well as demonstrating linked outcomes and impacts. In order to improve this, the Government of Odisha has mandated outcome budgeting from 2010-11 for key departments. From 2017-18, all departments of the government have been mandated to prepare outcome budget.

PROGRAMME PERFORMANCE AND OUTCOME MONITORING UNIT (PPOMU)

In order to make systems more efficient for monitoring and oversight of these development schemes, the Finance Department, Government of Odisha has established a 'Programme Performance & Outcome Monitoring Unit' (PPOMU), to function as its Monitoring & Evaluation (M&E) wing. The PPOMU is conducting concurrent monitoring and evaluation as well as impact assessment of flagship national and state schemes being taken up by key departments in Odisha.

Besides, as part of modernising governance and improving transparency, recent developments in IT and ITES are being adopted in all the departments of government. This has led to increased demand for technical support in IT and ITES procurement of equipment and services. PPOMU capacities are being strengthened through deployment of an IT Procurement Specialist within PPOMU to meet the new demand for technical support in IT Procurement.

SCOPE OF WORK

Working closely with Team Leader and other officials in the Finance, PPOMU, and concerned Department(s), the IT Procurement Specialist will:

- Preparing Request for Expressions of Interest (REOI) and Terms of Reference (TOR) for procurement of IT equipments and services.
- Providing Technical Support to Finance Department / Other Line Departments on the procurement issues related to IT Equipments and Services

- Reviewing and advising on technical and commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for IT procurement activities as per the requirement.

- Assisting with preparation of IT procurement documents including documented quotes, requests for bids, and requests for proposals, reviewing of specifications and determine the appropriate procurement method to be used for vendor selection and coordinating acquisitions of equipments and services.

- Following up with concerned Government Departments to have the TORs and bidding documents approved and issued in a timely manner according to the approved plan of the Project.

- Managing the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures.

- Following up with concerned government departments for procurement of IT Equipments and Services.

- Participating in contract negotiations stage.

- Managing the procurement filing system in a systematic manner; monitoring and reporting of procurement implementation status and progress to the authorities from time to time.

- Supporting PPOMU in vendor management related to IT equipment and services procurement.

- Establishing quality management protocols and adequate guidance for facility management and maintenance of IT facilities and services.

- Providing capacity building assistance to other Departments of IT equipment and service procurements.

- Assisting PPOMU in IT procurement related matters as and when required.

- Assisting in programme / scheme evaluation function of the Unit.

- Any other reasonable task assigned by Team Leader, PPOMU from time to time.

EXPERTISE & EXPERIENCE

Essential Qualification: The candidate must be BE. / B. Tech in engineering/ MCA / Post Graduate or equivalent degree in Social Sciences/Management/ Rural Development from reputed universities / institutions. Must have handled at least 7-8 IT projects involving system integration, hardware and software procurement, IT facility management, maintenance of existing IT projects and program implementation aspects. One of the projects so handled must be of a value of more than 5 crores INR.

Desirable Qualification: Candidates who have handled more number of complex IT projects valued more than 5 crores INR /Diploma/ Certificate in Procurement and Contract Management will be given preference. Candidates experienced in public procurement will be preferred. At least 5 Years experience in Information Technology domain with demonstrated experience of working with following areas like preparation of Request for

Proposal (RFP) / Bid Document / Contract Document of project(s) related to IT Sector / GIS / Intelligent Systems.

REMUNERATION

An all inclusive monthly remuneration of Rs.60, 000 – Rs.75,000 shall be provided for this position.

AGE
50 Years

DURATION

The duration of this contract shall be for 2 years, subject to annual appraisals. The contract may be extended further based on performance and mutual agreement.

REPORTING

The IT Procurement Specialist will report to the Team Leader, PPOMU.