

Government of India  
Development Monitoring and Evaluation Office

1.	Name of position	<b>Consultant Grade I</b>
2.	Number of positions	6 (Six)
3.	Method of recruitment	Contract Based through Open Market
4.	Age Limit	Candidates should be below 45 years of age as on the date of advertisement
5.	Tenure	The engagement would be purely on contractual basis for a fixed period of two years which may be extended by one year at a time up to a maximum tenure of five years i.e., 2+1+1+1 years from the date the candidate joins the assignment. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reasons.
6.	Remuneration (per month)	Rs. 0.80 Lakh to Rs. 1.45 Lakh (Consolidated inclusive of all)
7.	Education qualification	<p><b>Essential</b> Postgraduate Degree or equivalent in Science/Economics/Statistics/Operation Research/Public Policy/ Development Studies/ Business Administration/Management; or BE/B.Tech or or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after study of 4 years or more acquired after 10+2</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>
8.	Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Overall 3-8 years of work experience with minimum 2 years of experience in programme monitoring, evaluation, research or related fields. Multi-sectoral 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>
9.	Job Description	<p>S/he will be required to execute and provide technical support to the Senior Management on the following:</p> <ol style="list-style-type: none"> <li>1. <i>Monitoring of ongoing government policies and programmes with recommendations for course corrections</i> <ol style="list-style-type: none"> <li>a. Reviewing frameworks developed for monitoring output and outcome indicators for existing and new schemes; engaging with key stakeholders including NITI Verticals, Ministries/Departments, Department of Expenditure among others for finalisation of frameworks.</li> <li>b. Facilitating and driving creation and maintenance of dashboards for monitoring.</li> <li>c. Monitoring the performance on MIS/dashboards; managing related data and dashboard.</li> </ol> </li> </ol>

		<ul style="list-style-type: none"> <li>d. Preparing scheme performance assessment reports based on progress data.</li> <li>e. 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>f. Support the team monitoring Global Indices for reform and growth to drive reforms and growth in the country.</li> </ul> <p>2. <i>Evaluation studies of government schemes and programmes with recommendations for course corrections</i></p> <ul style="list-style-type: none"> <li>a. Design, plan, drive and manage evaluations to assess the performance of Government interventions across the region/country to provide insights and recommendations to stakeholders to guide decision-making.</li> <li>b. Design, plan and manage quick evaluation/research through outsource/in-house teams</li> <li>c. Coordinate the procurement process for technical consultancy services for monitoring and evaluation projects; coordinate and manage deliverables from external Consultants.</li> </ul> <p>3. <i>Driving innovation and technology use for evidence generation and uptake</i></p> <ul style="list-style-type: none"> <li>a. 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>b. Conducting or providing support to data quality assessments.</li> <li>c. Analysis of primary and secondary data sets – both qualitative and quantitative.</li> </ul> <p>4. <i>Institutional advancement and communication</i></p> <ul style="list-style-type: none"> <li>a. Cultivate strategic partnerships with leading national and international organizations such as multilaterals, NGOs and academic institutions in the Social Sector.</li> <li>b. Support initiatives for capacity building and other engagements within DMEO, Central &amp; State Governments and other stakeholders for institutional learning.</li> <li>c. Research and prepare policy notes, articles, reports etc for dissemination of knowledge on topics pertaining to M&amp;E.</li> <li>d. 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. <i>Other duties as assigned.</i></p>
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1.	Name of position	<b>Young Professionals</b>
2.	Number of positions	22 (twenty Two)
3.	Method of recruitment	Contract Based through Open Market
4.	Age Limit	Candidates should be below 32 years of age as on the date of advertisement

5.	Tenure	The engagement would be purely on contractual basis for a fixed period of two years which may be extended by one year at a time up to a maximum tenure of five years i.e., 2+1+1+1 years from the date the candidate joins the assignment. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reasons.
6.	Remuneration (per month)	Rs. 70,000 (Consolidated inclusive of all)
7.	Education qualification	<p><b>Essential</b> Post Graduate Degree or equivalent in Science/Economics/Statistics/Operation Research/Public Policy/ Development Studies/ Business Administration/Management; or BE/B.Tech or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after study of 4 years or more acquired after 10+2</p> <p><b>Desirable</b> Persons with M.Phil., M.Tech., M.S., LL.M, Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p>
8.	Experience	<p><b>Essential</b> 1 year and above in the field of programme monitoring and/ or programme evaluation and/or public policy(preferably in the Government sector)</p> <p><b>Preference will be accorded to candidates with</b></p> <p>Candidates with experience in application of cutting-edge technologies in surveys, data analytics, rigorous econometric analysis of large datasets are encouraged</p>
9	Job Description	<p><b>Key responsibilities</b></p> <p>The Young Professional contribute to Monitoring and Evaluation projects undertaken by DMEO across various sectors and schemes of Ministries/Departments of Government of India in addition to other related activities. These would include:</p> <ol style="list-style-type: none"> <li>1. <i>Contributing to performance monitoring of government interventions</i> <ol style="list-style-type: none"> <li>a. Collaborating with Ministries/Departments for identifying key performance metrics for government schemes and interventions</li> <li>b. Serving as DMEO nodal officer for assigned sector and schemes, including relevant NITI Verticals, Central/State Ministries/Departments among others, for finalisation of frameworks and regular updating of data on the DMEO dashboards.</li> <li>c. Assisting the stakeholders and addressing their technical requests related to various DMEO's initiatives – dashboards, reports etc</li> <li>d. Updating targets and monitoring performance of assigned schemes and sectors on the DMEO dashboards. Providing necessary support to senior staff for management of dashboards.</li> </ol> </li> </ol>

		<ul style="list-style-type: none"><li>e. Conducting analysis of the progress in assigned schemes/sectors and submitting recommendations through policy briefs, performance notes, policy papers etc.</li></ul> <p>2. <i>Conducting evaluation studies</i></p> <ul style="list-style-type: none"><li>a. Conducting evaluations for development programs which will entail literature review, stakeholder mapping, selecting research methodology, developing questionnaire, conducting field visits, collating the data, ensuring data quality, data analysis for a published report, dissemination of the evaluation study findings and recommendations, manage consultant firms (where studies are outsourced),</li></ul> <p>3. <i>Knowledge generation, documentation and dissemination in the M&amp;E domain and other key development issues</i></p> <ul style="list-style-type: none"><li>a. Leveraging IT tools to perform data analytics on data generated from Ministries/Departments/States and other secondary data sets to generate insights.</li><li>b. Engaging in independent/collaborative research and developing solutions to development challenges to be disseminated as policy notes, articles, reports.</li><li>c. Proactively supporting DMEO senior management in priority areas such as process documentation (SOPs, Toolkits, Best Practices), innovations in M&amp;E, capacity building activities, external engagements with national/international organizations, and social media outreach.</li><li>d. Assist DMEO to establish strong partnerships with State governments, and build on such partnerships to develop strong M&amp;E ecosystem in the country.</li><li>e. Represent the organization with diverse potential stakeholders and relevant forums / conferences/ working groups.</li><li>f. Collaboration and coordination with concerned divisions of NITI Aayog.</li><li>g. Other duties as assigned.</li></ul>
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