

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Impact Assessment Head
Reports to:	Additional Director – Program Monitoring
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD A[Additional Director - Program Monitoring] --- B[Impact Assessment Head] </pre>	
3. Key Accountabilities	
<p>Quality Assurance</p> <ul style="list-style-type: none"> • Develop strategy and mechanisms for Impact Assessment across districts, in discussion with relevant Government functionaries (Mission Director, Additional Director etc.), in order to assess the impact of various schemes and programs under Bihar Vikas Mission. • Develop annual plan for Impact Assessment for rolling out impact assessment and social audit activities for BVM. • Identify relevant systems and procedures for impact assessment / social audit and direct implementation through coordination with relevant Government functionaries, implementation teams and external parties. • Oversee the impact assessment and social audit activities across all districts in line with the developed plan and provide guidance and support to implementation teams as required. • Analyze and consolidate the overall BVM results of impact assessment and social audit programs / activities and derive insights and recommendations for improvement. • Present impact assessment and social audit results to relevant Government functionaries (Mission Director, Additional Director etc.), highlight issues / discrepancies and share insights and recommendations for improvement. • Identify and engage agencies / resources for community. 	
<p>Vendor Management</p> <ul style="list-style-type: none"> • Assist BVM in identification, selection and negotiation with vendors / external consultants / agencies for quality assurance / social audit / impact assessment activities • Maintain relationships with vendors / external consultants / agencies and provide the required support to vendors for carrying out the assigned quality assurance / social audit / impact assessment activities • Monitor performance of vendors and third-party service providers within own area and highlight in case of sub-optimal performance 	

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Reporting & Documentation

- Prepare periodic and ad hoc reports to provide insights and necessary information to relevant parties within own team and other Departments, teams and units, in line with defined standards and formats.

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed and required

4. Qualifications and Experience

Minimum

- Master's degree (full time) in Social Work / Development Studies / Rural Development / Social Science
- Minimum 8 years of post-qualification experience

Preferred

- Less than 45 years[#] of age as on 1st January 2020.
- Experience in conducting social audit and / or impact assessment studies.
- Experience in managing / leading social audit and / or impact assessment projects in rural regions / areas.
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World Bank, DFID, UNDP, ADB) on social audit / quality assurance / impact assessment / rural development projects / programs.
- Master's degree (full time) Social Work / Development Studies / Rural Development / Social Science from any of the institutes as published under the National Institutional Ranking Framework[#] issued by MHRD and / or QS World University Rankings, as updated from time to time.

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 50 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 48 years

Age limit for General (Female) domicile / resident of Bihar – 48 years

* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered.

5. Knowledge and Other Skills

- Strong stakeholder management and interpersonal skills
- Expertise in quality assurance and social audit systems, processes and procedures
- Excellent knowledge of latest social audit / impact assessment trends and best practices
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking			✓
ii.	People First		✓	
iii.	Consultation and Consensus Building			✓
iv.	Initiative & Drive			✓
v.	Problem Solving			✓

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>