

BIHAR VIKAS MISSION

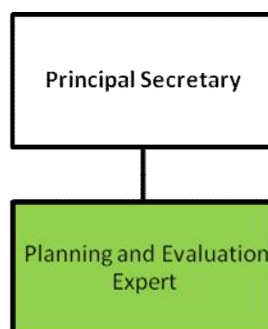
Job Description



1. General Information

Position Title:	Planning and Evaluation Expert
Reports to:	Principal Secretary – Planning and Development
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Design a strategic plan and roadmap for collection, compilation and analysis of Planning and Evaluation, in conjunction with relevant stakeholders in the Department (Principal Secretary, Secretaries etc.) and related functionaries.
- Preparation of evaluation reports for State Annual Plans
- Undertaking statistical data or Planning work involving collection, compilation and interpretation of data.
- Planning, monitoring and preparing required guidelines for evaluation of schemes.
- Collection and compilation of data flowing as by product of different statues and welfare schemes on health, education etc.
- Development of monitoring indicators for assessing Project performance against Development Objectives
- Supervise and review the preparation of District plans and Sectoral plans.
- Coordinating with Plan Empowered Committee for sanctioning the schemes of different department of Government of Bihar
- Monitoring, evaluation and coordinating the expenditure of state plan of all departments related and Report Writing
- Analyse the effectiveness of plan expenditure allocation, disbursement and adaptation
- Conduct capacity assessment on existing monitoring and evaluation system
- Provide concrete recommendation to strengthen the efficiency and effectiveness of public expenditure and institutional mechanism
- Conduct domain research and provide insights and perspective to ensure incorporation of best practices and latest trends and technologies from across different states and facilitate management decision-making
- Support the Department in required process and system reforms to ensure effective implementation

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<p>of the strategic plan and its continuous monitoring, as required</p> <ul style="list-style-type: none"> • Liaise with relevant officials in the concerned Department to develop ideas and plans to address other Departmental priorities related to Planning and Evaluation and undertake strategic and operational planning exercised • Provide expert advice and facilitate concerned Department's planning and evaluation procedures in line with international standards as well as local guidelines so that required operations are conducted in a standardized manner. • Assist in monitoring of financial performance versus the budget in adherence with the State policies and procedures and recommend corrective actions • Establish and build partnerships with important and relevant national level bodies and organizations like NITI Aayog, National Development Council, Ministry of Finance, and other leading development economics and policy organisation.
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • 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
<p>Policies, Systems, Processes & Procedures</p> <ul style="list-style-type: none"> • 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
<p>Related Assignments</p> <ul style="list-style-type: none"> • Perform other related duties or assignments as and when required
<p>4. Qualifications and Experience</p>
<p>Minimum</p> <ul style="list-style-type: none"> • PG Diploma (2 years full time) or Master's degree or higher (full time) in Economics/ Statistics / Finance / Commerce / Business Administration / Management/Demography/ Mathematics • Minimum 10 years of post-qualification experience in Planning and / or Monitoring / Evaluation <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Retired personnel from Government with minimum 10 years of experience in Planning and / or Monitoring / Evaluation (last held position should not be lower than Joint Secretary or Equivalent level) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • At least 10 years of post-qualification experience in Indian Administrative Services / 15 years of post-qualification experience in State Administrative Services (last held position should not be lower than Joint Secretary or equivalent level) with minimum 3 years of experience in Planning and / or Monitoring & Evaluation
<p>Preferred</p> <ul style="list-style-type: none"> • Less than 65 years of age as on 1st January 2020 • Experience in preparation / review / monitoring of plans at district / state levels and creation of their evaluation reports • Experience in formulation / monitoring / evaluation of schemes / programmes of Five Year Plans or other plans with Planning Commission / State / Central government / bilateral / multilateral

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organizations and/or programs (such as World Bank, DFID, UNDP, ADB etc.)

- Certificates / Courses in relevant areas will add weight to the candidature.
- Preparation of terms of reference (TOR) to create a Monitoring and Evaluation framework.
- Working knowledge of statistical package such as “Statistical Package for the Social Sciences.”
- Honors / Awards /evaluation reports/questionnaire designing/scheduling of surveys in relevant area will be an added advantage

5. Knowledge and Other Skills

- Strong interpersonal and networking skills
- Experience of policy and process design, operations development and management in the domain of planning and budgetary management
- Expertise in Socio-Economic Impact Evaluation
- Experience of conducting impact analysis of implementation of project and writing evaluation reports.
- Experience in macroeconomic analysis of revenue and expenditure forecasting, inclusive of human resources, information sources, and roles of various government agencies;
- Experience in development and preparation of budget
- Strong numerical and analytical skills