

BIHAR VIKAS MISSION

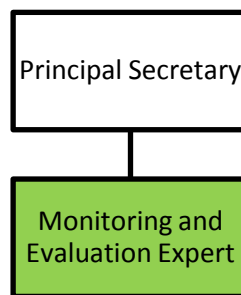
Job Description



1. General Information:

Position Title:	Monitoring and Evaluation Expert
Reports to:	Principal Secretary – Disaster Management Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Support the Department of Disaster Management in developing robust mechanisms for monitoring and evaluations of various projects and programs to assess the progress and impact of the project and program activities
- Assist the Department to define parameters and indicators to establish result based evaluation systems for the disaster risk reduction strategies, in order to gauge the impact of program interventions
- Develop qualitative and quantitative end project, mid project and interim project evaluation frameworks and provide orientation and training to core project staff on the use of charts, photographs, data and maps for the same
- Support the Department in establishing data collection and reporting protocols and assist in developing and maintaining a project database linked to project outcome indicators
- Ensure quality control of monitoring and evaluation outputs (e.g. surveys etc.), by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques and other technical evaluation and analytical tasks conducted
- Ensure synergies between the Department level monitoring and evaluation system and program/project level monitoring and evaluation systems so that program/project outcome so as to ensure consistency and effective integration
- Conduct industry and market research and provide insights and perspective to ensure incorporation of best practices and latest trends and technologies to facilitate management decision-making
- Assist in the development and management of project work plans, budgets and deliverables, including ensuring quality and timeliness of all reporting requirements

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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 and when required

4. Qualifications and Experience

Essential

- Bachelor's degree or higher (full time) in Engineering / Science / Social Science
- Minimum 10 years of post-qualification experience in the disaster management domain

OR

- Retired personnel from Government with minimum 10 years of experience in disaster management (last held position should not be lower than Joint Secretary or Equivalent level)

OR

- At least 10 years of post-qualification experience in Indian Administrative Service / 15 years of post-qualification experience in State Administrative Service (last held position should not be lower than Joint Secretary or equivalent level) with minimum 3 years of experience in disaster management domain

Preferred

- Less than 70 years of age as on 1st January 2019.
- Experience in monitoring & evaluation and / or establishing monitoring & evaluation parameters / indicators / frameworks for Disaster Management or Disaster Risk Mitigation programs / projects
- Proven track record of working with state / central government organizations / bilateral / multilateral organizations (such as NDMA, SDMA, UNICEF etc.) on disaster management monitoring and evaluation projects / programs
- Certificates / Courses in relevant areas will add weight to the candidature
- Honors / Awards / recognized publications in relevant area will be an added advantage

5. Knowledge and Other Skills

- Ability to design monitoring & evaluation frameworks, tools, surveys, surveillance system
- Experience and understanding of the monitoring & evaluation capacity building
- Demonstrative analytical skills and ability to manage deliverables and support activity supervision
- Strong organizational skills, especially for monitoring and reporting on activity and study results
- Data analysis experience including knowledge of SPSS or similar statistical package
- Fluency in written and spoken English and Hindi is essential

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