



**Government of Odisha
Finance Department**

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 and impact assessment of flagship national and state schemes in Odisha.

The Finance Department is inviting applications from experienced development experts / professionals for contractual appointment to the following positions under 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 the prescribed CV format through **Email / Registered Post / Speed Post / Courier** mentioning – “**Application for the position of**”. Application received after the due date and time will not be considered. The Finance Department reserves the right to reject any or all applications and cancel the selection process without assigning any reason thereof.

Last date and time for submission of complete application 14th July, 2022 up to 5.00 P.M.

For details, please visit: <https://finance.odisha.gov.in>

Address for submission of Application:

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

**Additional Secretary to Government
Finance Department , Government of Odisha**

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

**TERMS OF REFERENCE
Research Methodology & Documentation Specialist**

INTRODUCTION

There has been growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to various schemes. The enhanced outlays cover almost all aspects of development like health, nutrition, education including higher education, women empowerment, social security and protection, and tribal development. In the face of recurrent calamities, there has been increasing focus of climate resilient agriculture development, water resources development, disaster preparedness and management. Both central and state programmes have clear urgency to deliver on employment opportunities and develop the necessary eco-system through investments in infrastructure like roads, ports and other infrastructure and to facilitate policy change for doing ease of business. These efforts and outlays address to develop certain key areas / sectors, reduce inequity and promote holistic growth.

With increasing funds available for various schemes, there has been an urgent challenge to demonstrating linked outcomes and impacts through adequate evidence. In order to improve this, the Government of Odisha has been undertaking outcome budgeting from 2010-11 for key departments. Later this process was expanded to cover 27 major spending departments. An online outcome budget making process has been initiated to make it more effective and useful from the financial year 2021-22.

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 conducts concurrent monitoring and third party 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, other officials and experts in the Finance Department, PPOMU and the other Administrative Department(s), the Research Methodology & Documentation Specialist will:

- 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 concerned departments and agencies 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.
- Support other departments to prepare the outcome budget in BETA.
- Perform any other reasonable task assigned by Finance Department/ Team Leader, PPOMU from time to time.

EXPERTISE & EXPERIENCE

The Preferred Candidate would be a Post Graduate degree in Social Sciences / Mathematics / Statistics / Management / Public Policy with at least 10 years of experience (of which 5 years must be relevant 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 consolidated remuneration of Rs.85,000/- shall be provided for this position.

Upper 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.

FACT SHEET

Job Title	Research Methodology and Documentation Specialist
Job Category	Managerial
Department / Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Experience Required	Minimum 10 years out of which 5 years relevant experience
Upper Age	50 Years
Remuneration	An all-inclusive monthly consolidated remuneration of Rs.85,000/-
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	<ul style="list-style-type: none">• 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

	<p>accountability.</p> <ul style="list-style-type: none"> • 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 concerned departments and agencies 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. • Support other departments to prepare the outcome budget in BETA. • Perform any other reasonable task assigned by Finance Department/ Team Leader, PPOMU from time to time.
<p>Selection Criteria</p>	<ul style="list-style-type: none"> • Post Graduate degree in Social Sciences / Mathematics / Statistics / Management / Public Policy • 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
Outcome & Impact Assessment Specialist**

INTRODUCTION

There has been growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to various schemes. The enhanced outlays cover almost all aspects of development like health, nutrition, education including higher education, women empowerment, social security and protection, and tribal development. In the face of recurrent calamities, there has been increasing focus of climate resilient agriculture development, water resources development, disaster preparedness and management. Both central and state programmes have clear urgency to deliver on employment opportunities and develop the necessary eco-system through investments in infrastructure like roads, ports and other infrastructure and to facilitate policy change for doing ease of business. These efforts and outlays address to develop certain key areas / sectors, reduce inequity and promote holistic growth.

With increasing funds available for various schemes, there has been an urgent challenge to demonstrating linked outcomes and impacts through adequate evidence. In order to improve this, the Government of Odisha has been undertaking outcome budgeting from 2010-11 for key departments. Later this process was expanded to cover 27 major spending departments. An online outcome budget making process has been initiated to make it more effective and useful from the financial year 2021-22.

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 conducts concurrent monitoring and third party 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, other officials and experts in the Finance Department, PPOMU and the other Administrative Department(s), the Outcome & Impact Assessment Specialist will:

- 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 carry out 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 Government Department and agencies regarding impact assessment policies, guidelines, tools, and training requirements.
- Coordinate monitoring at each impact assessment site to ensure best practices, given pre- determined constraints.
- To support other departments to prepare the outcome budget in BETA
- Perform any other reasonable task assigned by Finance Department/ Team Leader, PPOMU from time to time.

EXPERTISE & EXPERIENCE

The Preferred Candidate should have a Post Graduate degree in Social Sciences/ Mathematics / Statistics / Management / Public Policy or B. Tech with at least 10 years of experience (of which 5 years must be relevant 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 consolidated remuneration of Rs.85,000/- shall be provided for this position.

Upper 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.

FACT SHEET

Job Title	Outcome and Impact Assessment Specialist
Job Category	Managerial
Department/Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Experience Required	At least 10 years of experience of which 5 years must be relevant experience
Upper Age	50 Years
Remuneration	An all-inclusive monthly consolidated remuneration of Rs.85,000/-
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	<ul style="list-style-type: none">• 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 carry out survey and impact analysis.

	<ul style="list-style-type: none"> • 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. • To support Government Department and agencies regarding impact assessment policies, guidelines, tools, and training requirements. • Coordinate monitoring at each impact assessment site to ensure best practices, given pre- determined constraints. • To support other departments to prepare the outcome budget in BETA • Perform any other reasonable task assigned by Finance Department/ Team Leader, PPOMU from time to time.
Selection Criteria	<ul style="list-style-type: none"> • Post Graduate degree in Social Sciences/ Mathematics / Statistics / Management / Public Policy or B. Tech. • 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
IT Procurement Specialist**

INTRODUCTION

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Besides, as part of modernising governance through transparency & technology, 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, other officials and experts in the Finance Department, PPOMU and the other Administrative Department(s), the IT Procurement Specialist will:

- Prepare Request for Expressions of Interest (REOI) and Terms of Reference (TOR) for procurement of IT equipment and services.
- Provide Technical Support to Finance Department / Other Line Departments on the procurement issues related to IT equipment and services.
- Review and advise on technical and commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for IT procurement activities as per the requirement.
- Assist in 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 equipment and services.
- Follow 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.
- Manage the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures.
- Follow up with concerned government departments for procurement of IT equipment and services.
- Participate in contract negotiation stage.
- Manage the procurement filing system in a systematic manner; monitoring and reporting of procurement implementation status and progress to the authorities from time to time.
- To Support PPOMU in vendor management related to procurement of IT equipment and services.
- Establish quality management protocols and adequate guidance for facility management and maintenance of IT facilities and services.
- Provide capacity building assistance to other administrative departments of IT equipment and service procurement.
- Assist PPOMU in IT procurement related matters as and when required.
- To support other departments to prepare the outcome budget in BETA.
- Assist in programme / scheme evaluation function of the Unit.
- Perform any other reasonable task assigned by Finance Department / Team Leader, PPOMU from time to time.

EXPERTISE & EXPERIENCE

Essential Qualification: The applicant 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 Crore INR.

Desirable Qualification: Applicants 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 10 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 consolidated remuneration of Rs.85,000/- shall be provided for this position.

Upper 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.

FACT SHEET

Job Title	IT Procurement Specialist
Job Category	Managerial
Department / Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Upper Age Limit	50 years
Experience Required	Minimum 10 years
Remuneration	An all-inclusive monthly consolidated remuneration of Rs.85,000/-
Position Type	Contractual
Duration	2 years
Job Purpose	IT Procurement Specialist shall provide technical support to Finance Department / PPOMU / Other Line Departments in procurement of IT related equipment 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	<ul style="list-style-type: none">• Prepare Request for Expressions of Interest (REOI) and Terms of Reference (TOR) for procurement of IT equipment and services.• Provide Technical Support to Finance Department / Other Line Departments on the procurement issues related to IT equipment and services.• Review and advise on technical and commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for IT procurement activities as per the requirement.• Assist in 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 equipment and services.

	<ul style="list-style-type: none"> • Follow 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. • Manage the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures. • Follow up with concerned government departments for procurement of IT equipment and services. • Participate in contract negotiation stage. • Manage the procurement filing system in a systematic manner; monitoring and reporting of procurement implementation status and progress to the authorities from time to time. • Support PPOMU in vendor management related to procurement of IT equipment and services. • Establish quality management protocols and adequate guidance for facility management and maintenance of IT facilities and services. • Provide capacity building assistance to other administrative departments of IT equipment and service procurement. • Assist PPOMU in IT procurement related matters as and when required. • To support other departments to prepare the outcome budget in BETA. • Assist in programme / scheme evaluation function of the Unit. • Perform any other reasonable task assigned by Finance Department / Team Leader, PPOMU from time to time
Selection Criteria	<ul style="list-style-type: none"> • 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 Crore INR. • Desirable Qualification: Candidates who have handled more number of complex IT projects valued more than 5 Crore INR /Diploma/ Certificate in Procurement and Contract Management will be given preference. Candidates experienced in public procurement will be preferred. • At least 10 years experience in Information Technology domain with demonstrated experience of working with following areas

	<p>like preparation of Request for Proposal (RFP) / Bid Document / Contract Document of project(s) related to IT Sector / GIS / Intelligent Systems.</p> <ul style="list-style-type: none">• 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.
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