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## Annexure-A

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(This document is for indicative purpose only: States/UTs may change as per their requirements)

### Indicative Terms of Reference for Hiring of Professional for the Programme Implementation Unit (PIU)

File No -  
Government of "State Name"

Dated: \_\_\_\_\_

**Subject: Indicative Terms of Reference for engagement of professionals (for SIT embedded team) under State Support Mission on short term contract basis for the duration of 2 years**

State Support Mission has been conceived with the objective of strengthening State's/UT's partnership with NITI Aayog. Under this Mission, a State Institution for Transformation (SIT) will be established, or the existing planning department will be strengthened to act as a multi-disciplinary resource centre to steer the development strategies of the States/UTs.

In this regard, the <Name of State/UT> will be hiring sector professionals <maximum 9 people comprising of 1 Team Leader and up to 8 sector experts> as mentioned below. The sectors may vary as per State's/UT's requirements.

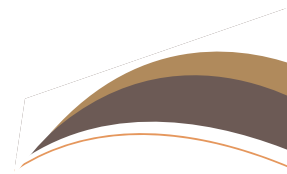
S. No	Position	Role	No of Positions
1.	Team Leader	Overall Coordination (preferably with M&E background)	1
2.	Sector Expert ( <b>Sectors may vary as per State requirements</b> )	Economics and Finance	1
3.		Agriculture and Allied Sectors	1
4.		Infrastructure and Industry	1
5.		Social Sectors (Education and Health)	1
6.		Technology and Entrepreneurship	1
7.		Urban Development	1
8.		IT and Data Analytics	1
9.		Human Resources and Capacity Building	1

**# These job roles are indicative. States/UTs can decide the job role as per their own requirements subject to maximum number of human resources not exceeding nine.**

## 1. Name of the position – Team Leader

(These are minimum criteria which any State Government will have to adhere to in the process of hiring professionals for deployment in the State under SIT. In addition to these, they can modify any criteria of selection as per States' requirements and guidelines).

1	Name of position	<b>Team Lead</b>
2	Number of positions	<b>1 (One)</b>
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	For a period of 2 years.
6	Location of Posting	State Headquarters
7	Remuneration ( <b>per month</b> )	Rs 1,50,000/- (Consolidated inclusive of all)
8	Education qualification	<p><b>Essential</b></p> <p>Masters in Economics or MBA in Finance or Post Graduate Diploma in Management with considerable amount of field experience post highest qualification</p> <p><b>Desirable</b></p> <p>Persons with advanced diploma or degree in M&amp;E, Project Appraisal &amp; Risk Management, additional qualifications, and published papers in the relevant field would be preferred.</p>
9	Experience	<p>Minimum 10 (ten) years' experience relevant to the job description.</p> <p>Preference will be given to persons with on-field experience with State government, work experience in project management, project appraisal, monitoring &amp; evaluation, policy advocacy in the areas of governance, development-related projects, and programme implementation.</p> <p>Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Maintain synergy between the State Planning Department, LKI and NITI Aayog</li> <li>• To assist SIT in achieving its objectives in collaboration with NITI Aayog and the LKI</li> <li>• Preparation of development strategies, sectoral targets, socio economic goals and State Vision@ 2047, as per the State's requirements and roadmap to achieve the same</li> </ul>



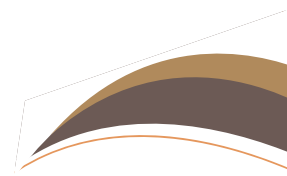
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Draft policy briefs, presentations and other documents.</li> <li>• Coordination with development partners and technical agency concerned</li> <li>• Support mechanisms for strengthening horizontal and vertical coordination within Government.</li> <li>• Assist State in strengthening the innovation ecosystem</li> <li>• Assist State in strengthening the monitoring &amp; evaluation ecosystem</li> <li>• Create and facilitate cross learning platforms</li> <li>• Documentation of activities performed under SIT</li> <li>• Preparation of the State, regional and sectoral reports on regular basis</li> <li>• Regular update on progress in State using the dashboard/ portal maintained by NITI Aayog</li> <li>• Plan and organise workshops and other events related to the SIT, including preparation of inputs for the workshop</li> <li>• Perform such other functions as may be necessary for the interest of the Mission</li> </ul>
11	Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experience in stakeholder management</li> <li>• Experience in drafting reports and reviewing detailed project reports</li> <li>• Prior experience with Government, UN agencies and other international organizations is desirable</li> <li>• Knowledge and experience related to National/State planning</li> <li>• Excellent Analytical and Problem-solving skills</li> </ul>
12	Language Requirements	Excellent verbal and written English and <i>State-specific language skills</i> and demonstrate ability to communicate effectively in a multi-cultural environment
13	Leave	<ul style="list-style-type: none"> <li>• Entitled to have State government enlisted holidays</li> <li>• Individuals will be entitled to leaves of 18 days in the entire year.</li> </ul>
14	How to apply	<p>Eligible candidates may apply online using the link provided within 30 days from the date of publication of the advertisement in the newspaper.</p> <p>Applications are to be submitted online only</p>

The terms and conditions of engagement of the professionals will be according to *the State Government Guidelines O.M. no. \_\_\_\_\_*. The guidelines are placed on State Government's website \_\_\_\_\_.

## 2. Name of the position – Sector Expert

(These are minimum criteria which any State Government will have to adhere to in process of hiring sector professionals for deployment in the State under SIT. In addition to these, they can add any criteria of selection as per States' requirements and guidelines).

1	Name of position	<b>Sector Expert &lt;Sector Name&gt;</b>
2	Number of positions	<b>Maximum 8 (Eight)</b>
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	For a period of 2 years.
6	Location of Posting	State Headquarters
7	Remuneration ( <b>per month</b> )	Rs 1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p><b>Essential</b></p> <p>Masters &lt;Subject specialist&gt;, MBA or Post Graduate Diploma in Management in the specified sector with considerable amount of field experience post highest qualification</p> <p><b>Desirable</b></p> <p>Persons with advanced diploma or degree in (the specified sector), published papers in the relevant field would be preferred.</p>
9	Experience	<p>Minimum 8 (eight) years' experience relevant to the job description.</p> <p>Preference will be given to persons with work experience in <i>specified sector</i>, implementation of programmes.</p> <p>Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Maintain synergy between the State Planning Department, LKI and NITI Aayog</li> <li>• To assist SIT in achieving its objectives in collaboration with NITI Aayog and the LKI</li> <li>• Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of the State</li> <li>• Preparation of development strategies, sectoral targets, socio economic goals and State Vision@ 2047, as per the State's requirements and roadmap to achieve the same</li> <li>• Draft policy briefs, presentations and other documents.</li> </ul>



10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Coordination with development partners and technical agency concerned</li> <li>• Support mechanisms for strengthening horizontal and vertical coordination within Government.</li> <li>• Coordinate with State/UT officials for preparation of project proposals to be taken up for implementation by the State Government.</li> <li>• Assist State in strengthening the innovation ecosystem</li> <li>• Assist State in strengthening the monitoring and evaluation ecosystem</li> <li>• Create and facilitate cross learning platforms</li> <li>• Documentation of activities and emerging good practices performed by the SIT</li> <li>• Support in preparation of State, regional and sectoral reports on regular basis.</li> <li>• Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog</li> <li>• Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops</li> <li>• Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission</li> </ul>
11	Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experience in stakeholder management</li> <li>• Experience in carrying out research and preparing policy briefs</li> <li>• Experience in drafting reports and reviewing detailed project reports</li> <li>• Prior experience with Government, UN agencies and other international organizations is desirable</li> <li>• Knowledge and experience related to National/State planning</li> <li>• Excellent Analytical &amp; Problem-solving skills</li> </ul>
12	Language Requirements	Excellent verbal and written English and <i>State specific language skills</i> and demonstrated ability to communicate effectively in a multi-cultural environment
13	Leave	Entitled to have State government enlisted holidays Individuals will be entitled to leaves of 18 days in the entire year.
14	How to apply	Eligible candidates may apply online using the link within 30 days from the date of publication of the advertisement in the Newspaper. Applications are to be submitted online only

The terms and conditions of engagement of the sector professionals will be according to the State Government Guidelines O.M. no. The guidelines are placed on State Government's website \_\_\_\_\_.