

National Rural Livelihood Promotion Society
National Rural Livelihoods Mission
Ministry of Rural Development
7th Floor, NDCC-II, Jai Singh Road, New Delhi-01

Terms of Reference for the post of Mission Manager- M&E for DAY National Rural Livelihood Promotion Society

The Government of India has launched DAY-National Rural Livelihoods Mission (DAY-NRLM) under the Ministry of Rural Development (MoRD). The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, Gol has constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance to all states. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of senior professionals, experienced consultants and young professionals among others. The details about mission and its structure can be seen at <https://aajeevika.gov.in/en/content/support-structure>

One of the mandates of Mission is to have strong and robust M&E, thus an application for Experts/Professionals for the post of Mission Manager- M&E is hereby invited. The expert is to be based in Delhi.

Remuneration - Minimum Rs. 1, 00,000/- to 1,55,132/- per month allowance for travel (outside Delhi) & others will be as per norms.

Age- Below 45 Years as on 31st July 2022

Educational qualifications and desired skillset required are provided below.

Position/Level	Educational Qualification	Key Competencies:
L2 Mission Manager- M& E	Post Graduate degree from an institute of National and International repute in Economics/ Social Work/ Statistics/Management, Rural Development, Development Studies or related field.	Essential: <ul style="list-style-type: none">• Minimum Experience of 10 years, of which s/he should have at least 5 years' experience at the middle management level in Monitoring and Evaluation of livelihood or similar Rural Development government programs.• Experience of working in similar areas with Government projects in India will be given preference Skills and Competencies:

		<ul style="list-style-type: none"> • Sound understanding of Rural Development/ livelihoods projects implemented at scale; • Should have thorough understanding of developing systems and institutionalize regular practices for Monitoring, Evaluation and Learning in large scale livelihoods project; • Proven track record of designing MEL framework, supporting programme monitoring, review and evaluation for effective decision making; • Sound knowledge in input, output analysis, monitoring the change at the outcome and impact level; • Excellent written and analytical skills including skills in data analysis, report writing and documentation; • Experience in developing ToR for evaluation studies, survey questionnaires etc; • Proficiency in software such as Microsoft Office, including Word, Excel, and PowerPoint; • Demonstrated ability and experience of coordinating with government officers, professionals, communities and other stakeholders; • Analytical and problem-solving skills; • Ability and willingness to travel as required. <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant training programmes/ specific courses on Monitoring and evaluation; • Familiarity with statistical tools; • Ability to work under pressure to meet the timelines; • Self-driven with high capacity for autonomous work with the ability to be a strong team player;
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		<ul style="list-style-type: none"> • Experience of working in similar areas working for Government projects in India will be given preference; • The candidate shall have integrity, strong work ethic and high sense of personal commitment.
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Roles and Responsibilities: -

- a. Prepare ToRs for the studies to be commissioned by DAY-NRLM, MoRD and facilitate the conduct of such studies (including finalization of tools, report templates etc.);
- b. Review studies / assessments / evaluations completed by the consultants / organizations and provide critical inputs necessary for improving their quality;
- c. Facilitate the conduct of M&E studies by the State Missions including thematic and evaluation studies, process monitoring, community monitoring and dissemination of learning;
- d. Facilitate regular program monitoring and review;
- e. Facilitate the process of Annual Action Plan development for the State Missions and the DAY-NRLM program;
- f. Support and guide the program units in the selection, design and implementation of appropriate studies as required from time to time;
- g. Undertake internal studies including documentation of best practices, case studies, innovations etc., from time to time;
- h. Undertake assessment of Community Based Organizations (CBOs)- SHGs, VOs, CLFs and others for conferring national awards
- i. Build capacities of the state Missions in the conduct of M&E studies including process monitoring and community monitoring and dissemination of learning;
- j. Visit state Missions and their forward implementation units

Please note the Professionals hired by National Rural Livelihood Mission would be through Human Resource Management Agency. Based on performance and requirement of NRLPS, the tenure of the position may further be extended. Interested candidates, who are meeting the desired qualification and skillset, may please apply by sending filled application in the prescribed format along with an updated CV. The applications should be emailed to nrlm.advt@gmail.com .**The last date of submission of filled application along with the CVs is 5th September, 2022, 1700 hrs. (IST).**

Application form
National Rural Livelihood Mission

Position Applied For: _____

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1. Name : _____
2. Father's Name: _____
3. Date Of Birth: _____
4. Permanent Address: _____
5. Address For Correspondence:

6. E-Mail : _____
7. Tel/Mobile No.: _____
8. Educational Qualification: Start from Highest Degree

Degree/Diplo ma Certificate	Year	College/Institut e	Board/University/Institut ion	Subjects	Division/Mar ks

9. Experience:

S.No	Name Of Organization	Designation	Tenure in months	Responsibility/Assignment	Achievements
Total Experience in years					

10. Language

Language	Read	Write	Understand

11. Computer Proficiency:

12. Any Other Relevant Information that Applicant may like to add :

13. References :

Name	Address
	Tel No/Mobile: E-Mail Address:
	Tel No/Mobile: E-Mail Address:

Date:

Name:

Place:

Signature: