

Chief Minister's Young Professionals Programme (CMYPP)
Chief Minister's Office, Government of Assam

Draft Terms of Reference(ToR)
For Chief Consultant(Individual Consultant)to be positioned in the Program
Management Unit (PMU) in the Chief Minister's Office, Government of Assam

(A) BACKGROUND AND OBJECTIVES

1. To bring in transformative reforms for the improvement of human development indicators, namely primary health care, education, and women & child development, the Government of Assam is going to implement a program for immersion of young professionals, to be called **Chief Minister's Young Professionals Programme (CMYPP)**, from varied backgrounds in these priority sectors at the grassroots level to work with the district administration.
2. The prime objective of CMYPP is to imbibe a **quality focus** in the fields of Healthcare, Education and Women & Child Development with the broad objectives to –
 - a. Provide short-term catalytic support to the district administration to improve program delivery in the identified sectors.
 - b. Develop a cadre of committed and competent development leaders and facilitators, who are available as a resource for development in the long run in the State of Assam.
 - c. Engage with diverse stakeholders such as government, public sector institutions and civil society actors in promoting the efficiency of public service delivery in the identified sectors.
 - d. Identify and introduce process reforms and innovation to address local problems in the identified sectors.
3. The Program Management Unit (PMU) of the CMYPP will be initiated under the Technical Assistance sub-component- Project Management, Monitoring & Learning under the APART project as a stand-alone unit in the Chief Minister's Office (CMO). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, an autonomous body of the Govt. of Assam, now intends to hire a Chief Consultant (Programme Management) for the **Chief Minister's Young Professionals Programme (CMYPP)** under APART (here in after referred as **Chief PMC**) as Individual Consultant out of the loan proceeds, to be positioned in the PMU of CMYPP in CMO, as per the terms given here under.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK

4. The Government of Assam has executed a **Memorandum of Understanding (MOU)** with Indian Institute of Management Bangalore as '*Anchoring Institute and Knowledge Partner*' to support GoA to organize and implement the CMYPP as a two-year programme. Under the MOU, IIT Bangalore will aid in design and implement the selection and on boarding process of Young Professionals (YPs), prepare academic modules, and impart training to YPs etc.

The **Chief PMC** will be based in the PMU in CMO and will report to **Principal Secretary to CM (Reporting Officer)** and contribute towards the objectives of CMYPP under the direct supervision of CMO. In particular, the responsibilities of the **Chief PMC** will include the following:

- (i) To co-ordinate with IIM Bangalore for timely execution of the MOU as per the agreed terms and conditions.
- (ii) To facilitate the approval processes in GoA for the obligations of IIM Bangalore as stated under the MOU.
- (iii) To work in close consultation with IIM Bangalore and support CMO in-
 - facilitating execution of the recruitment process of YPs.
 - defining detailed eligibility, selection criteria and target cohorts for recruitment and deployment.
 - to identify and forge further appropriate partnership(s) for management/enhancement of the program.
 - Facilitate publicity of the program to reach out to the best talent.
 - design a systematic orientation program for the YPs to familiarize them with government

procedures, roles and responsibilities, support in up skilling & sensitization on ethics.

- (iv) To support CMO & the concerned departments to design initial work modules for YPs with the assistance of IIM Bangalore.
- (v) Define the Key Performance Indicators (KPIs) for evaluation and establishing a structured methodology for periodic review, learning and adaptation under the program.
- (vi) Design the key processes for managing the program and its periodic monitoring.
- (vii) Perform any other related task assigned by the Principal Secretary to CM.
- (viii) **Travel Requirements:** The Chief PMC may be required to undertake field-visits and tours to districts, concerned central and state ministries, departments, and agencies with the approval of the reporting officer.

(C) QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.

5. **Educational Qualifications:** The **Chief PMC** must hold a Master's Degree in Economics/Statistics/Public Policy/ Public Administration/ Management.
6. **Working Experience:** **Chief PMC** should have a minimum of 12 (twelve) years of cumulative working experience in Government/reputed Governmental Organizations/International development agencies/ Research Organizations/ Private Sector. Preference will be given to candidates who have a firm understanding of regulatory framework of Public Policy, law and technology in India with working experience in the following-
 - Preparation of policy framework, policy implementation and risk assessment
 - Outreach activity in Govt/Private sector for digital education/mentoring programmes using diverse IT platforms
 - Content preparation with communication objectives and moderation strategies
 - Design and development of dashboard to track and high light policy reforms for public service delivery.
7. **Computer Skills:** The **Chief PMC** must be proficient in MS Office Packages, Office 365, Adobe/ Google suite of products.
8. **Language:** High levels of proficiency in English with working knowledge of Hindi and Assamese.
9. **Age:** Age of the candidate should not be more than **52 years as on 31st March, 2022.**
10. Candidates with academic experience and research publications will be given additional preference.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

10. The tenure of **Chief PMC** is intended for the entire duration of CMYPP (Two Years). However, continuity of the **Chief PMC** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of Principal Secretary to CM, shall be final and binding in this regard. The contract management shall be one as per the HR Policy of ARIAS Society.
11. The contract with **Chief PMC** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/CMO/ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond CMYPP's closing date. The Govt. of Assam/CMO/ARIAS Society shall not under take any responsibility for subsequent deployment of the incumbent.
12. The **Chief PMC** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this ToR, except with the reporting officer's prior written consent. The Sr PMC will have to serve the assigned office on full time basis under overall command of Principal Secretary to CM. However, during the assignment

period **Chief PMC** may be transferred to any other office of the Project either at HQ(Guwahati)or in the districts.

(E) REMUNERATION, PAYMENTTERMSANDLEAVEETC.

13. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the **Chief PMC** will be in the range between **Rs.18.00lakh** to **Rs.25.80lakh**peryear. However, in case the selected candidate's current remuneration with 30% enhancement comes belowRs.18.00lakh/year, the lower remuneration will be offered. The annual remuneration will be inclusive of performance-linked-incentive, communication allowance, health/service-related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the office etc. The remuneration may be enhanced on an Annual Basis, as per provisions in the HR policy of ARIAS Society.
14. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the **Chief PMC**. Taxes shall be dealt with as per applicable laws.
15. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
16. The provision so fleave would be as per provisions of HR Policy of ARIAS Society.
17. No house rent allowance, or any other allowance shall be paid by the Project. No other payment what so ever (except reimbursement of official travelling expenses) shall be made, except as agreed with the Sr PMC by the Project.

(F) REPORTINGANDPERFORMANCEREVIEW

18. The **Chief PMC** will report to the Principal Secretary to CM on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

(G) FACILITIES TO BE PROVIDED TO SR PMC

19. The **Chief PMC** will be given access to all documents, reports, correspondence, contacts available with CMO and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **Chief PMC** will be provided with one office cubicle/workstation in the PMU along with computer, printer, computer/office consumables, and internet access. *The **Chief PMC** however will not be provided with any clerical assistance.*

Notes:

- a. *This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.*
- b. *ARIAS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.*
