

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

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

INTRODUCTION

There is growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to such schemes. From employment promotion through the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) to urban infrastructure through the Jawaharlal Nehru Urban Renewal Mission (JNNURM) etc, there are several national schemes in operation at present. Apart from these, there are several state programmes such as Mamta (for nutrition), Ambulance scheme (for hospital access) as well as investments in roads, ports and other infrastructure to develop certain key areas / sectors, reduce inequity and promote holistic growth.

While there is increasing funds available for these schemes, Odisha (like most other states) is facing challenges in effectively utilising these funds as well as demonstrating linked outcomes and impacts. In order to improve this, the Government of Odisha has mandated outcome budgeting from 2010-11 for key departments.

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 will be conducting concurrent monitoring and 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 and other officials in the PPOMU, Finance and concerned Department(s), the Research Methodology & Documentation Specialist will:

1. Design appropriate research methodology for the evaluation and impact assessment of various schemes;
2. Design promotional strategies and related materials to encourage participation and support for research assessment of development schemes.
3. Consolidate and improve the research methodology to ensure that the findings are based on a solid methodological foundation.
4. 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.

5. Provide inputs to ToRs in the research and survey requirements, research tools;
6. Assuring quality of data collected through Research Agencies, drawing inferences, report writing and ensuring adequate documentation of all research efforts;
7. Supervise the data collection process and develop means to systematize and streamline data entry and analysis
8. Provide statistical analysis and interpretation of data collected, and construct the monthly/ quarterly/ annual reports.
9. Review and regularly update baseline, indicators, tools and data sources around development project performance and accountability.
10. Provide technical advice to the PPOMU team on quantitative research methods and statistical analysis and on construction of indices.
11. Promote and assist the regular documentation of research and assessments for use by user departments as well as by academicians / research organisations.
12. Develop estimates of time and resources for research projects.
13. Develop presentations and present information and training sessions to agencies and concerned departments.
14. Keep agencies and concerned departments informed on progress through regular reports and newsletters.
15. Showcase best practices identified under different programmes within Odisha.
16. Help in developing the web-portal for archiving the documents and present the information to help management decision process.
17. Undertake any other reasonable duties as may be requested from time to time.

EXPERTISE & EXPERIENCE

The Preferred Candidate would be a Post Graduate or equivalent in Economics / Mathematics / Statistics or related field with atleast 10 years of 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.

The maximum age limit for the position is 40 years as on 1 August 2012.

REMUNERATION

An all inclusive monthly remuneration of Rs.60,000 – Rs.75,000 shall be provided for this position.

DURATION

The duration of this contract shall be for 3 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.