

## Terms of Reference

### Requirement of Official /Consultant on Direct Contract Basis

**Position: Theme Leader – Monitoring & Evaluation – 1 Post at SIDBI, New Delhi**

**Small Industries Development Bank of India (SIDBI) invites application from interested candidates for the post of Theme Leader – Monitoring & Evaluation on Contractual basis (full time) as detailed below:**

#### **JOB PROFILE**

- Manage the M&E system so as to ensure the accurate documentation and reporting of project results;
- Developing ToRs for various M & E assignments;
- Supervising and managing MIS system commensurate with the Bank's requirements;
- Support appraisal of proposals received in SIDBI with M&E perspectives and further, responsible for M&E of various ongoing interventions;
- Supervising, Preparation and Adoption of suitable Operational Manual of M & E for SIDBI including Design of various progress reports commensurate with requirements of SIDBI;
- Working in close co-ordination with Mission Swavalamban of SIDBI;
- Assist team of SIDBI in collecting data on all project indicators;
- M&E plans for measuring progress under various output indicators and use of financial resources, monitoring of performance targets and scheduling M&E activities;
- Oversee the M&E database and MIS to ensure that data is entered accurately and is available for reports;
- Supervise Sourcing & Contracting agencies for conduct of periodic evaluation studies for SIDBIF;
- Conduct data verification exercises including data review and site visits (which may require travel throughout the country);
- Manage the repository of tools, guidelines and reference documents for M&E and other materials;
- Ensure implementation of the Environment, Social and Governance (ESG) Framework in the project;
- Build/maintain strong working relationships with all concerned stakeholders;
- Processing and settlement of related bills of the concerned agencies;
- Any other work as assigned by SIDBI.
- SIDBI reserves the right to relocate the Official/Consultant to any other place at its discretion.

#### **EDUCATIONAL QUALIFICATION, WORK EXPERIENCE etc.**

- Masters Degree in Economics/Social Sciences/Statistics/ Mathematics from recognized university / institutions;
- Applicant shall not be more than 40 years as on December 31, 2019;
- Demonstrated technical expertise in designing, implementing and supervising similar M&E Programs with 5 years of work experience;
- Experience of working in M&E of National/International agencies/DFID/other donor supported projects;
- Experience of designing research and working with requesters to produce research that is technically sound and policy relevant;
- Demonstrated commitment to carrying out tasks on time and under deadline;
- Excellent communication skills in English and Hindi and ability to communicate in both languages;
- Ability to produce high-quality technical documents as well as presentations and project reports;
- Ability to analyze and evaluate project contours and deliverables;

#### **COMPENSATION**

- The compensation (on CTC basis) shall be commensurate with industry standards.
- A higher compensation would be considered for competent and experienced candidate based on their suitability/experience.

#### **PERIOD OF CONTRACT**

The term of the contract of Theme Leader – Monitoring & Evaluation would initially be for a period of 2 years. However, need-based renewal/extension of the contract may be considered by SIDBI subject to periodic review of performance.

#### **GENERAL INFORMATION**

- Candidates are advised that they should not furnish any particulars or information that are false, tampered / fabricated or should not suppress any material information while applying on line. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand

cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.

- Selection would be by way of written test/personal interview to be held at New Delhi before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.
- SIDBI reserves right to fill / not to fill the above positions at any stage of the process.
- Decision taken by the Committee in connection with the selection process will be final.

**HOW TO APPLY**

The details of the opportunity and application form can be viewed and downloaded at career page of [www.sidbi.in](http://www.sidbi.in) and please send the filled application as an attachment to:

Email id : [tl-me@spc.co.in](mailto:tl-me@spc.co.in)

Kindly note that only prescribed application forms shall be acceptable and application in any other form shall not be acceptable.

Last Date to Apply - By March 12, 2020

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