



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

TERMS OF REFERENCE

THEME LEADER MONITORING AND EVALUATION (TL-M&E)

PSIG, SIDBI is seeking to hire the services of Theme Leader – Monitoring and Evaluation (to be placed at PMU, New Delhi) on full time basis to be based at New Delhi office and undertake several tasks related to the oversight on programme design and delivery to ensure it meets the goal for the PSIG programme.

Necessary details on this assignment are provided below.

ABOUT THE PSIG PROGRAMME:

- Poorest States Inclusive Growth Project (PSIG) is one of the first private sector projects supported by the UKAid from the Department for International Development (DFID) and is being implemented by SIDBI. The programme aims to enhance the income and employment opportunities of poor women and men in PSIG by enabling them to participate and benefit from wider economic growth in India. The purpose of the programme is to improve income, and reduce vulnerability, of poor people and small producers, by expanding their access to finance.
- PSIG has two separate, interlinked components viz. Component 1 - Financial Inclusion and women's empowerment and Component 2 - Impact Investments.
- Under the Component 1 - Financial Inclusion and women's empowerment: The programme shall improve access for poor men and women to a variety of financial services in the 4 low income states (Bihar, Orissa, Madhya Pradesh and Uttar Pradesh); will facilitate improving the policy environment for microfinance and will empower women in terms of improved financial literacy, legal entitlements and other gender related issues.

PSIG is expected to leverage private sector financial and technical resources to reach up to 12 million direct and indirect beneficiaries.

CONTRACTUAL STATUS AND DURATION:

The position will be on contractual basis to be placed at PMU, New Delhi for the period up to March 31, 2020 subject to satisfactory annual performance.

JOB PROFILE – To work intendum with PSIG, SIDBI Programme

- Manage the programme's M&E system ensuring the accurate documentation and reporting of project results;
- Developing ToRs for various M & E assignments.
- Supervising and managing MIS for PSIG commensurate with requirements of PSIG.
- Support appraisal of proposals received in the PSIG programme with M&E perspectives and further, responsible for M&E of various ongoing PSIG projects/Programmes.
- Supervising, Preparation and Adoption of suitable Operational Manual of M & E for PSIG including Design of various progress reports commensurate with requirements of PSIG.
- Overseeing work of state level M&E operations; Assist PSIG teams 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 ensuring data is entered accurately and is available for reports;
- Supervise Sourcing & Contracting agencies for Conduct of periodic evaluation studies for PSIG.
- Conduct data verification exercises including data review and site visits (which may require travel throughout PSIG states);
- 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 strong working relationships with the DFID, PSIG team and partner institutions
- Processing and settlement of related bills of the concerned agencies.
- Shall be ready to do any other activity as per programme need.
- Any other work as assigned by the PSIG

ELIGIBILITY

- Master's Degree in relevant discipline such as Economics / Social Sciences / Statistics / Mathematics.
- Demonstrated technical expertise in designing, implementing and supervising similar M&E programmes (5 years' experience preferred). Experience in PSIG states is preferred.
- Experience of working in M&E of DFID / other donor supported projects preferred.
- 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 written and oral communication skills in both 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 shall be market driven and shall be commensurate with experience.

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 / presentation / 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.

HOW TO APPLY:

The details of the opportunity and application forms can be viewed and downloaded at career page of www.sidbi.in.and send the filled application as an attachment to:

Email id: tl-me-psig@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- October 08, 2018