

**CM Dashboard Cell
Government of Assam**

**Terms of Reference
(ToR)
For Data Analyst (Individual Consultant) to be positioned in the CM
Dashboard Cell**

(A) BACKGROUND AND OBJECTIVES

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank (IBRD: International Bank for Re-construction and Development) for the Assam Agribusiness and Rural Transformation Project (APART). The Project Development Objective (PDO) of APART is to “add value and improve resilience of selected agri-value chains focusing on smallholder farmers and agro-entrepreneurs and to advance Assam’s COVID-19 response”. A sub-component of the APART project under project Management, Monitoring & Learning would support provisioning of technical assistance to the Office of the Chief Minister for monitoring the progress and performance of development programs including Externally Aided Projects. Part of this TA support will be towards establishment of CM Dashboard Cell, as a standalone unit of CMO and in line with the Delivery Unit architecture, which has been attempted across governments within and outside of India with an intent to enable data driven decision making in the government. The objective of the CM Dashboard Cell is to pioneer data driven governance by way of enabling real-time monitoring & performance assessment towards tackling pressing implementation challenges and achieving effective outcomes on high priority initiatives of the Government. The CM Dashboard Cell will also concentrate on improving data quality and providing need-based input for programmatic and policy interventions / correction; and will work towards strengthening the link between the center of government and citizen centric outcomes. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, an autonomous body of the Govt. of Assam, is the apex coordinating and monitoring agency for the Project. ARIAS Society now intends to hire **Data Analyst** (hereinafter referred as **DA**) as an Individual Consultant out of the loan proceeds, to be positioned in the Delivery Unit (DU) of the CM Dashboard Cell, as per the terms given hereunder.
2. Towards achieving these objective, the CM Dashboard Cell will: **(i)** contribute to the development of Transformational Roadmap of the Government which enhances public service delivery ensuring the top-priorities of the Government; **(ii)** track and highlight the progress on strategic reform initiatives through a Key Results Area Framework **(iii)** analyze KPI trends to identify the gaps and bottle necks hindering performance fortargeted interventions, and subsequently build models for early warning alerts; **(iv)** Recommend plausible policy/programmatic options to help resolve identified bottlenecks / anticipated challenges to facilitate high-impact outcome; and **(v)** help build the underlying capabilities and processes across departments to ensure sustainability of the initiative.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK

3. The **DA** will report to the **Principal Secretary to CM** and **Nodal Officer CM Dashboard Cell** and contribute towards the objectives of the CM Dashboard Cell. In particular, the responsibilities of the **DA** will include the following:
 - a. Extract key information from primary and secondary sources, preferably using automated tools. Undertake data cleaning exercise and fixing of coding errors and related problems to ensure good quality data systems relating to Dashboard KPIs are maintained.
 - b. Analyze Dashboard data relating to priority government initiatives using statistical tools to interpret patterns and trends. Prepare data analysis reports, trend charts, presentations, inter alia, on programme performance and outcome for CMO to take data-driven decisions.
 - c. Support the Data Science Specialist in ensuring data quality and data-visualisation of CM Dashboard. Help identify data-gaps and methods to improve data collection, analysis, and reporting.
 - d. Work with technical team and the departments to identify process improvement opportunities towards data-driven governance principles.
 - e. Perform any other related task assigned by the officer in charge of Dashboard cell/Principal Secretary to CM.

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

- a. **Educational Qualifications:** Master in Statistics/Economics or closely related subject from any recognized university. Should have good skills on Data administration, data management, and computer and information technology.
- b. **Working Experience:** The candidate must have at least 7-10 years of experience from the date of passing his/her required educational qualification in Data Analysis of projects for any public or private sector organization. In case, sufficient candidates with 7-10 years of experience in the field cited above are not available, the interview panel may allow candidates having less than 7-10 years of experience to appear before the interview panel and if selected they will be hired at a lower remuneration.
- c. **Computer Skills :** Should have analytical and problem-solving skills, interpersonal and communication skills, time management skills, knowledge of Java or PHP and Postgres;
- d. High level of Computer Skills, including proficiency in Internet based applications, MS Word, MS Excel and MS Power Point etc.
- e. **Language:** High levels of proficiency in English and Assamese. Working knowledge of Hindi would be an added advantage.
- f. **Age:** Age of the candidate should not be more than **50 years as on 1st January 2023**.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

4. The tenure of **DA** is intended for a 1-year period and the continuity of the **DA** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the COO shall be final and binding in this regard. The contract management shall be done as per the Project rules.
5. The contract with **DA** 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/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.
6. The **DA** 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 **DA** will have to serve the assigned office on fulltime basis under overall command of Principal Secretary to CM and provide services to ARIAS Society.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.

7. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the **DA** will be in the range between **Rs.11.40 lakh to Rs. 19.20 lakh** per year. *A higher start may be considered in case of exceptionally qualified candidates, possessing higher and qualitative experience as decided by Principal Secretary to CM.* However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs.11.40 lakh/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.
8. 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 **DA**. Taxes shall be dealt with as per applicable laws.
9. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
10. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
11. No house rent allowance, or any other allowance shall be paid by the Project. No other payment whatsoever

(except reimbursement of official travelling expenses) shall be made, except as agreed with the **DA** by the Project.

(F) REPORTING AND PERFORMANCE REVIEW

12. The **DA** will report to the **Principal Secretary to CM/Nodal Officer, CM Dashboard Cell** under ARIAS Society 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 DA

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

Notes:

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