

## **Information for Candidates for applying online for the Post of Consultant- Planning, Monitoring & Evaluation**

**Total No. of Vacancies - 1 (General-1)**

### **Essential Qualification and Experience: -**

1. PG degree/diploma in Management/ Computer Applications/ Computer Science  
Or  
B. Tech/BE in IT/Computer Engineering  
Or  
PG in Science with formal training on IT/computer with at least 55% marks.
2. At least 3 years' experience in IT/ ICT Systems implementation and analysis.
3. Project management experience.
4. Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies.
5. Excellent oral and written communication skills in English and conversant in the local language.
6. Good computer skills.
7. Candidates should have passed Punjabi at Matriculation or higher level.

### **Desirable Qualification and Experience: -**

1. 5 years of experience in IT system implementation and analysis.
2. Experience in managing large scale technology implementation in Government.
3. Experience of working with Government/ Government organizations.
4. Experience in implementation of mobile technology for community health or nutrition (m-Health) programs.
5. Knowledge of statistical software packages (e.g. SPSS, STATA etc.)
6. Knowledge of project management techniques.

### **Scope of Work: -**

1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICTRTM) of ICDS with completion dates for the same;
2. Prepare periodic progress reports detailing tasks completed and issues/escalations/ risks;
3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.;
4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM;
5. Follow-up and facilitate necessary assistance to ensure that the Mission (POSHAN Abhiyaan) plan is implemented in project districts in a timely manner;
6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.
7. Develop a program evaluation framework to identify areas for improvement;

8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MWCD;
9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts;
10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;
11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.
12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.
13. Periodically share progress reports detailing tasks completed and issues/escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.
14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.
15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.
16. Any other activity, identified by the Director in-charge of Mission, as relevant to the Mission.

**Salary: -**

Consolidated Rs. 60,000/- per month subject to performance of consultant.

**Age: -**

The candidate should be between 21 to 37 years on 1.1.2026.

All reservations and age relaxation rules shall be applicable as per the Government of Punjab.

**Selection Criteria for the Post of Consultant-Planning, Monitoring & Evaluation: -**

S.No.	POST: Consultant-Planning, Monitoring & Evaluation	Weightage	Remarks
1.	Essential Qualification	65	Minimum Relevant Work Experience: 3 years
Marks=[Percentage Obtained/100] X 65			
2.	Relevant Higher Qualification	20	
Marks=[Percentage Obtained/100] X 20			
3.	Interview/Personal Interaction	15	
<b>Total</b>		<b>100</b>	

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