

CM Dashboard Cell
Government of Assam

Terms of Reference (ToR)
For Data Science Specialist(Individual Consultant)to be positioned in the Delivery Unit (DU)
of 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 a **Data Science Specialist** (hereinafter referred as **DSS**) 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 bottleneck hindering performance for targeted 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 **DSS** will report to **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 **DSS** will include the following:
 - a) Analyze data relating to priority government initiatives using a range of disciplines: computer programming, statistical techniques, and mathematical modelling to interpret trends, draw conclusions, develop relevant insights from multidimensional complex data sets; and on the basis of these gradually build predictive models for early warning alerts.
 - b) Provide CMO leadership with analytics-based programme / policy performance insights from KPI trends; help identify existing as well as probable future challenges; and enable ad-hoc query response mechanisms in support of decision-making endeavors.
 - c) Advise and give inputs to the CM Dashboard Cell on data quality and validity of Data Fields for building KPI metrics. Identify data-gaps and new sources / methods to improve data collection, analysis, and reporting to the CM Dashboard Cell.
 - d) Advise and give inputs to the CM Dashboard Cell to improve data visualization techniques and practices.
 - e) Help capacitate functionaries across the administrative hierarchy to build an environment for easing into data-driven decision making in government.

- f) Perform any other related task assigned by the Principal Secretary to CM.

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

- a. **Educational Qualifications:** The DSS must hold an advanced university degree on Data Science; or in one of the following technical fields: computer science, statistics, computational mathematics, econometrics with specialization on Data Science.
- b. **Working Experience:** DSS should possess **7-10 years** of professional experience working in the areas of Data Science / Data Analytics. Experience in public sector performance measurement role would be an added advantage. Candidates with lesser years of work experience, but with significantly higher educational qualification and demonstrable accomplishments would also be considered
- c. **Computer Skills & Language:** The DSS must have proficiency in R, Python, STATA, SQL, SAS, Tableau, and other related programming / scripting languages and applications.
- d. **Language:** High levels of proficiency in English and Assamese. Working knowledge of Hindi would be an added advantage.
- e. **Age:** Age of the candidate should not be more than **45 years as on 31st March, 2022.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

4. The tenure of DSS is intended for a 1-year period and the continuity of the DSS beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the Principal Secretary to CM shall be final and binding in this regard. The contract management shall be done as per the Project rules.
5. The contract with DSS 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 DSS 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 DSS will have to serve the assigned office on full time 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 DSS 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 DSS. 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 DSS by the Project.

(E) REPORTING AND PERFORMANCE REVIEW

12. The **DSS** will report to the Principal Secretary to CM on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

(F) FACILITIES TO BE PROVIDED TO DSS

13. The **DSS** 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 **DSS** will be provided with one office cubicle/workstation in the CM Secretariat, along with computer, printer, computer/office consumables, and internet access. *The **DSS** 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.*
