# TERMS OF REFERENCE
## Thematic Expert (Data Analysis)

## 1. About DDU-GKY

The Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY). The vision of DDU-GKY is "Transforming Rural Poor Youth into Economically Independent and Globally Relevant Workforce".

DDU-GKY aims to achieve this vision with an inclusive agenda, standards-led delivery focused on industry requirements and its outreach that makes skills acquisition aspirational amongst the rural poor, thereby helping to create a productive and empowered workforce.

DDU-GKY is unique in its focus and approach to skilling. It is the only national level program that is fully focused on youth from rural families to ensure that the majority of the potential demographic dividend which resides in the villages of the country are equipped with skills to participate in economic growth of the country. In its design and mandate, DDU-GKY gives priority to disadvantaged groups such as the SCs/ STs/ women/ minorities and People with Disability (PWD), victims of human trafficking and Particularly Vulnerable Tribal Groups (PVTGs) and other such vulnerable groups.

DDU-GKY has many "firsts" to its credit. It is the first program to launch "**Roshni**" which is a placement linked skill training program aimed at rural youth in left-wing extremist (LWE) districts of the country. Similarly, DDU-GKY is a pioneer in launching "**Himayat**" aimed at providing skills and employment to the youth of Jammu and Kashmir. Both of these programs have been highly appreciated by all stakeholders and have now become the norm for providing productive alternatives in conflict areas. DDU-GKY has also been pioneer in setting the very first standards for infrastructure and processes for skill delivery in the country, supported by a quality framework that puts self-regulation at the heart of its quality policy. In its objective to benchmark skills to global standards, DDU-GKY has also been the first mover to introduce information technology supported by tablets for every trainee, soft-skills and english language delivery.

DDU-GKY is implemented through a 3 tier structure with:

a) MORD at the apex as the policy making, facilitation and coordination agency supported by two Central Technical Support Agencies – NIRDPR & NABCON;

b) the State Skill Missions (SSMs) / State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies playing central role for SSMs/SRLMs in driving program delivery, its quality and outcomes; and

c) external organizations (Corporates, Societies, NGOs, Private Skill Training providers) as Project Implementation Agencies (PIAs) who serve as the skill and placement providers

under the program.

The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at http://www.ddugky.gov.in.

# 2. National Resource Centre (NRO) at NIRDPR

The National Institute of Rural Development and Panchayati Raj (NIRDPR), an autonomous organisation under the Union Ministry of Rural Development, is a premier national centre of excellence in rural development and panchayati raj. Recognized internationally as one of the UN-ESCAP Centres of Excellence, it builds capacities of rural development functionaries, elected representatives of PRIs, bankers, NGOs and other stakeholders through inter-related activities of training, research and consultancy. The major thrust is on development of knowledge, skills, attitude of the rural development functionaries. The institute is located in the historic city of Hyderabad in Telangana state. In addition to the main campus at Hyderabad, this institute has North-Eastern Regional Centre at Guwahati, Assam to meet the NE-regional needs.

The DDU-GKY unit of NIRDPR functions as a Central Technical Support Agency (CTSA), NIRDPR and supports MoRD for the implementation of DDU-GKY programme in the 18 states & UTs assigned to it by discharging following key functions:

   a)  Standard based monitoring and evaluation of DDU-GKY, Roshni and Himayat projects

   b)  Help MoRD in Policy Formulation – Guidelines & SOPs

   c)  Training & Capacity Building of states and PIAs

   d)  Research & Impact Analysis

   e)  Project Appraisal

In order for it to bring in more professionalism and focus more on policy matters relating to skilling of rural poor youth, with the funding from World Bank, MoRD has approved a plan to set up a National Resource Organisation (NRO) at NIRDPR.  NRO will have a Project Management Agency (PMA) based at NMMU at New Delhi.  As an NRO, NIRDPR shall strive to bring all the stakeholders under one roof using appropriate technology like a web portal and to provide technical and implementation support to all stakeholders involved.

The vision of the NRO is to be a Centre of Excellence (COE) in skilling for providing strategic advisory, consultative, and program implementation support and guidance with particular reference to rural communities and disadvantaged sections of the population not only in India but to other developing countries in Asia and Africa.

# 3. Professional Required

NIRDPR is seeking the services of a Data Analyst to convert huge data and statistics generated in the DDU-GKY programme in simple laymen language in English.  Other details and requirements for this position are detailed as following.

## 3.1 Thematic Expert (Data Analysis) – 1 no.

### 3.1.1 Roles and Responsibilities

Thematic Expert (Data Analysis) shall be responsible for and to perform the following services:

a) Interpreting data, analysing results using statistical techniques

b) Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality

c) Acquiring data from primary or secondary data sources and maintaining databases

d) Identify, analyse, and interpret trends or patterns in complex data sets

e) Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems

f) Work with management to prioritize business and information needs

g) Locate and define new process improvement opportunities

### 3.1.2 Qualification and Experience

a) Post-Graduation or equivalent in Management or relevant disciplines

b) Proven experience of at least 8 years in designing and implementation of MIS preferably in social sector

c) Should have excellent documentation, presentation and analytical skills.

d) Should be well versed with carrying out research and data collection to understand the thematic area

e) Knowledge of latest IT environment/databases

### 3.1.3 Skills and Competencies

a) Should have good Analytical Skills, Numeracy Skills, Have good knowledge of figures and numbers, Understand the relationships existing between numbers.

b) Technical and Computer Skills: Scripting language (Matlab, Python), Querying Language (SQL, Hive, Pig), Spreadsheet (Excel). Other computer skills include; programming (Javascript,XML)
Good to have: Statistical Language (SAS, R, SPSS),Big data tools (Spark, Hive HQL)

c) Self-driven, self-motivated with an entrepreneurial ability to drive the team & function

d) Ability to work independently with lean resources

e) Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system

f)  Ability to work under pressure and tight deadlines

g)  Unimpeachable integrity and strong work ethics and personal commitment

h) Strong written and oral communication skills

i) High level of numeracy and high-level proficiency in software applications

j) Gender sensitivity

k) Ability to understand and consistently apply organizational policies and procedures in work

l) Willingness to travel.

### 3.1.4 Term and Location

Thematic Expert (Data Analysis) shall be appointed initially on contract for 1 year and the tenure is extendable on mutual agreement. The job shall be based at PMA of NRO in New Delhi and will involve travel to all over the country in the states as required.

### 3.1.5 Reporting

This role shall be reporting into the PMA Head/ Deputy PMA Head

### 3.1.6 Remuneration

Consolidated remuneration for this position will be 1,00,000/- p.m. This will not be constraint to the right candidate.

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