The State Government of Haryana has solicited the technical support of United Nations Development Programme in identifying qualified and experienced professionals to work with Swarna Jayanti Haryana Institute for Fiscal Management on different domain areas. UNDP will support the State Government in identifying technical experts through its Recruitment and Selection process. The contract will be issued by the State Government as per their Terms and Conditions. The decisions with regard to contract management, contract extensions etc. will be governed by the Terms and Conditions of the contract and at the discretion of the State Government.

**Background**

Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM) is one of its kind initiatives in India in the field of Public Economy and Policy. It is meant to serve as a premier research institute of the State in the field of Public Economy & Policy. The Institute aims to strengthen the State’s capacity on issues concerning Public Financial Management. It also play a key role to provide state of the art advice to the Government of Haryana. Indian economy and governance systems are changing at a fast pace, throwing a bigger challenge for the State Governments to respond in equal measure. For a modern and responsive Finance Department at the State level, it is important that “informed” decision making within government including up to local bodies based on consistent and transparent governance processes is put in place. Drawing its mandate from the 5th State Finance Commission Report and the Sustainable Development Goals 2030.
VISION of Haryana, the vision of SJHIFM would be to work as a ‘Policy Think Tank’ for the State of Haryana, and aim to upgrade/ build the internal State stakeholders capacity through structured training and research programme. It will achieve this by forging partnerships and engagement with experts from various fields and from the Universities / Institutes of National and International level. The Institute has been registered under the Haryana Registration and Regulation of Societies Act, 2012 on 03.11.2016. The Governing body of the Institute is headed by Hon’ble Chief Minister, Haryana as a Chairman, Finance Minister, Haryana as Vice Chairman, Chief Secretary, Government of Haryana as President, Administrative Secretaries of Revenue, Finance & Planning, Excise & Taxation, Urban Local Bodies, Development & Panchayats and other officers of Finance Department as Members of the Society and Director of the Institute as a Member Secretary. The Director of the Society is responsible for the proper administration of the affairs of the Society under the direction and guidance of the Governing Body of the Society. Under the supervision of the Director, there will be three major wings comprises of Research Wing, SDGCC Wing and Administrative Wing. The Research wing comprises of Public Resource Management (PRM), Public Expenditure Management (PEM), Public Debt Management (PDM), State Finance Commission (SFC) and Programme Evaluation. These wings will work together to achieve the objectives and goal of the Institute (SJHIFM).

Duties and Responsibilities:

Under the supervision of the Lead/Senior Research Associate, the incumbent will –

- Assist in preparation of the project operational plan with detailed breakdown of activities and budgets
- Develop project monitoring and evaluation plan in the results-based management perspective aligned with the project objectives and results framework and support its implementation
- Develop the baseline for the project in keeping with the project results framework for use in monitoring, review and evaluation processes during the project cycle
- Assist in the preparation of Day to Day and Annual Work Plans at State level and analysis/review of the District Day to Day and Annual Work Plans due processing;
- Provide technical assistance in developing evidence base on different steps and processes of integrated district planning (IDP) in course of the project cycle with a view to documenting the models on IDP evolving in identified districts
- Support in developing evidence-based documentation on Projects at State and National level incorporating/analyzing the information emerging from fields.
- Extend technical assistance to States/districts relating to integration of community monitoring processes and other accountability methodology (i.e. social audit) in
planning and implementation

- Support knowledge sharing and development in the area of monitoring and evaluation focusing on learning and achievements of the project at different levels and also using lessons/inputs adapted from other practices at State, National and International levels
- Support in preparation and execution of the monitoring and evaluation plan for the project at the national, State and district levels and extend necessary assistance to the State/district/sub-district personnel in this respect
- Assist the project team and implementing partners in preparing quarterly and annual progress reports in consistency with the project results framework and monitoring system

**Competencies:**

**Functional Competencies:**

**Job Knowledge/Technical Expertise**

a. Thoroughly familiar with the Central and State policies related to Finance and Economics, development context and challenges about key developmental issues in the state.

b. Writes concept notes, background material based on secondary data.

c. Excellent written and oral Communication skills

d. Knowledge of Computer skills including Internet and Office.

**Results Based Programme Development and Management**

e. Researches linkages across programme activities to identify critical points for integration.

f. Participates in formulation of project proposal and ensure substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly.

g. Strong writing and analytical skills.

h. Ability to conduct empirical analysis having research tools such as Regression and Econometric Models.

**Core Competencies:**

- Promotes and enforces ethics and integrity and creates precedence in good practice.
- Demonstrates Central, State and corporate knowledge and sound judgment
- Self-development, ability to take initiative, adopts a corporate approach to complex situations.
- Creates and promotes an enabling environment for open communication.

**Required Qualification and Experience:**

**Education:**
• Masters degree with minimum in Public Policy/ Economics/Business Economics/ Public Administration/ Public Finance/ Business Administration/ Management/ Commerce/Mass Communication/Public Health/Social Science/Nutrition Science/Journalism Media or related fields.

Experience:

At least 3-5 years of post-qualification relevant experience in one or more of the following areas:-

Programme Management, Policy Formulation, Financial Management (Resource, Expenditure, Accounts, Costing, or Debt), Public Procurement, Operations, Monitoring and Evaluation, Business Outreach, Administration.

Language Requirements: Fluency in written and oral English and Hindi.

To Apply, please send your updated CV at hrrecruitment.in@undp.org.

Please put the post title: “Research Associate-Integrated Planning and Implementation” as a subject to the email.