

## **Terms of Reference (TOR)**

### **Project: Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)**

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#### **About the project:**

The Government of Meghalaya has launched the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) that aims to nurture holistic development of adolescents who are between the ages of 9-19 in Meghalaya through a multi-sectoral approach. The project shall target critical challenges faced by adolescents in the state; i.e., reducing teenage pregnancy and school dropout rates, improve their mental well-being and encourage them to develop career aspirations. The project design will be guided by an age based skills competency framework that will be developed and facilitated by programme managers and state experts, outlining the set of knowledge, skills, and behaviours that the state envisions. To ensure a broad coverage, the project will deal with adolescents who are both currently enrolled in, and dropped-out of school, in addition to strengthening the capacity of relevant state institutions.

The project proposes a set of coordinated multi sectoral interventions to improve the human capital outcomes of adolescent boys and girls aged 9 to 19. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya.

#### **Position-1: Project Lead**

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**Essential Qualification:** Post Graduate Degree in Project Management, Business Administration or related disciplines with exceptional and demonstrated skills of project management and its operations including budgeting and analysis.

#### **Required Experience:**

1. Minimum 08 years of work experience in a supervisory capacity preferably in projects funded by external aided agencies or government agencies.
2. Demonstrated ability to lead implementation of large scale projects, managing teams and handling budgeting
3. Experienced in convening and facilitating groups of people to tackle complex problems as a team.
4. Ability to conduct targeted research, analyse information, summarise and present findings and make recommendations.
5. Demonstrated ability to work with diverse personalities with a wide variety of cultural and professional backgrounds and experiences including commissioners, staff and community partners.

#### **Essential Skills & Attributes:**

1. Effective leadership and interpersonal skills
2. Self-starter who can thrive in a “start-up” setting by taking ownership and initiative.
3. Passionate about working in development and demonstrated interest in helping communities improve development outcomes.

4. Strong listening, verbal, and written communication skills; able to effectively synthesise information and calibrate communication to connect with diverse audiences
5. Demonstrated strong values and professional integrity.
6. Excellent decision-making & problem-solving skills.
7. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation.
8. Fluency in managing and using digital platforms

**Scope of Work:**

The project proposes a set of coordinated multi sectoral interventions to improve the human capital outcomes of adolescent boys and girls aged 9 to 19. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya.

**Detailed Tasks and/or Expected Output:**

The MPOWER project is hiring a Project lead that will be responsible for overall project management, working closely with state leadership of the Meghalaya Human Development Council, and the core line departments engaged in the project: Planning Department, Education Department, and Department of Sports and Youth Affairs. The Project lead will work closely with state & department leadership to design and adapt the project strategy, develop implementation plans, facilitate implementation on the ground, identify and document implementation challenges, and lead the adaptation of implementation plans to address challenges and opportunities that arise. The Project lead will manage a Project Management Unit who will work closely with each nodal department. They will also work closely with internal and external partners to design MPOWER content and oversee a new cohort from the fellowship that will be established for the project.

This position is an exciting opportunity for mid-career professionals who are looking to get hands-on experience in public policy design and implementation. The Project Lead will report to the Project Director. The following is the projected scope of responsibilities for this role:

***Strategic Planning (~20% of time)***

- Work with state & department leadership to map project stakeholders, including local stakeholders and non-government stakeholders, and ensure their inputs in planning for objectives, strategy and implementation. Ensure that all stakeholders are kept up to date on project activities on a regular basis.

***Project Management (~70% of time)***

- Develop and implement transparent project administrative procedures and structures in accordance with MPOWER's Project Operations Manual (OM).
- Work with state & department leadership to coordinate the preparation of the annual work program and budget for the project and of the quarterly financial monitoring report
- Facilitate meetings and manage coordination of the respective department(s), at state, district, block and front-line levels to make sure all work streams are on track with project requirements and deadlines.
- Manage the assessment of implementation quality, working closely with internal and external evaluators.
- Regularly review and analyse implementation progress and any challenges that arise.

- Facilitate meetings to review project progress to address implementation hurdles, identify successful implementation innovations for scale-up, and engage in quick course correction.
- Develop and maintain project tracker, documents, project folders and project logs.
- Oversee the timely preparation and submission of accurate and reliable project implementation progress reports, including interim financial statements, to the Project Steering Committee, as well as the World Bank
- Participate in regular project review meetings and coordinate official Bank missions.
- Oversee the work of the Project's Procurement Manager and the MBMA Procurement team for timely procurement of goods, works and services for the Project and compliance with the World Bank and GoM procurement rules, regulations and procedures
- Oversee the work of M&E, MIS, and ICT staff to ensure that data collection, sharing, and management protocols are followed and that data systems are used by relevant project teams to inform effective and efficient decision making.
- Manage the implementation and maintenance of an adequate control environment to manage the fiduciary risks of the project
- Visit project sites regularly to supervise the implementation of the project activities to a) identify where adaptations are required and b) to engage and gain feedback from stakeholders at all levels, including the primary stakeholders (adolescent boys and girls)
- Ensure smooth coordination among various inter departmental teams for creating positive synergy.
- Ensure coordination between operations/finance/accounts/HR/capacity building and similar such thematic areas.
- Provide technical input to strategic documents, and undertake or participate in special projects, studies, evaluations, research or investigations as necessary.
- Perform other duties as may be required to achieve the program objectives of MPOWER.

### ***Training & Coaching (~10% of time)***

- Supervise the work of program staff, programme officers and external and internal experts and consultants in developing curriculums, IEC materials, training content, and all other content for the MPOWER interventions.
- Supervise state level training and meets.

### **Duration of the Assignment/Contract:**

The assignment duration is one year with a provision to extend annually during the project period up to coterminous with the project completion period subject to satisfactory performance, whichever is earlier.

### **Terms and Conditions**

The contract is subject to performance evaluation review, conducted at midpoint or annually, whichever comes first. The review shall be based on achievement of assignment specific outputs on time and on budget. Any changes in stated outputs need to be approved by the management. The management reserves the right to terminate the contract i) if outputs are not achieved on time and at a quality level acceptable to the project/organisation; ii) services are no longer required or iii) for any other reasons in the interest of the project. Pre-termination of the contract is subject.