



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No. SR/MBDA – 4/11 OF 2011)

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REQUEST FOR PROPOSAL (RFP)

No.MBDA(HR)/Recruitment/128/2020/1094

Dated Shillong, the 20th December, 2024

The Meghalaya Basin Development Authority (MBDA), on behalf of the Office of the Development Commissioner, invites applications for the position of Development Consultant to manage targeted initiatives under the State Capability Enhancement Project (SCEP).

The Office of the Development Commissioner has been established to spearhead state-level strategic planning and program design across various departments, aiming to achieve key development goals across all sectors. This role is being executed through the State Capability Enhancement Project (SCEP), which focuses on enhancing state capacity to deliver high-impact development initiatives.

Detailed information regarding the scope of work, deliverables, and other relevant details can be accessed on the official MBDA website: www.mbda.gov.in.

- Date of Issue of RFP: **20th December 2024**
- Last Date and Time for Submission: **15th January 2024, up to 05:00 PM**

Sd/

**Development Commissioner to the Government of Meghalaya
& Chief Executive Officer, MBDA**

RFP: Development Consultant

The **Office of Development Commissioner** has been established to lead state-level strategic planning & program design within and across departments for achieving key development goals, across all sectors. The Office is fulfilling this role through the State Capability Enhancement Project (SCEP).

SCEP is an initiative aimed at building state capability by solving critical development challenges, and helping Meghalaya achieve its Sustainable Development Goals. The approach of SCEP is inspired by Problem-Driven Iterative Adaptation (PDIA) and Adaptive Leadership, two methodologies developed at Harvard Kennedy School of Government. A key guiding principle of SCEP is facilitating collaborative and local problem-solving, and, in the process, building public systems that are more responsive to development needs and can support a long-term, sustained transformation of the state.

The Office of Development Commissioner is hiring a Development Consultant for managing targeted initiatives under SCEP. Current projects under SCEP include:

Components of Work

Strategic Planning & Partnerships

- Synthesize project learnings from documentation & analysis on a regular basis and share this with state leadership, and other stakeholders as appropriate.
- Facilitate strategy & adaptation meetings with state leadership, Nodal Departments & other stakeholders, to make adaptations to the project plan as needed.
- Develop and mediate partnerships with external stakeholders such as aid agencies, research organizations and civil society organizations to support and strengthen SCEP initiative

Project Implementation

- Work with state 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.
- Work with the Office of Development Commissioner and Nodal Departments to outline different work streams of the project and develop internal milestones.
- Facilitate meetings and coordination of the respective department(s) and other implementers to address implementation hurdles, engage in quick course correction, and make sure that all work streams are on track.
- Manage and support a team of Development Associates to ensure timely implementation and coordination

Documentation & Learning

- Work with state leadership, the Nodal Departments, and other stakeholders to outline and agree on key project indicators for understanding project successes and challenges, as well as potential for improvement.
- Design documentation plan and manage documentation process, working with the project associate(s) and Nodal Departments. Participate in data collection as needed, eg. leading interviews with key stakeholders.

- Facilitate meetings with state leadership, Nodal Departments, & other partners to review and analyze quantitative & qualitative data on key indicators and outcome metrics.
- Document and refine the State Capability Enhancement Project model

Appointment

The Consultant will be required to play a leadership role and work alongside the Development Commissioner and the team in the state. The duration of the assignment is expected to be one year but may be extended on existing terms and conditions with mutual consent.

Required Qualification and Experience

- The Consultant should have excellent academic credentials and experience of different contexts. (S)he must hold a post graduate degree preferably in public administration, development studies, economics or management from a reputed institution
- The consultant should have at least 5 years of experience in public policy and related fields, including demonstrated experience in strategic planning and management. Experience in working within or in partnership with government agencies will be highly regarded
- The consultant should have prior training and experience in adaptive management frameworks such as Problem-Driven Iterative Adaptation and Adaptive Leadership
- The consultant should have strong communication and facilitation skills, and should be comfortable with spreadsheets and presentation software. Experience with data analysis is a plus.

Selection Process

- For selection of the candidate 80% weightage will be given suitability of the candidate based on above parameters and 20% weightage will be given to the remuneration sought by the candidate.

Deployment

- This is a full-time position based in Shillong, India. The candidate is expected to be available for 240 person days in a year.
- The selected candidate would be paid a monthly remuneration/ professional fee.
- Operational arrangements such as those relating to official travel etc. will be made by the Office of Development Commissioner, or such OPE will be reimbursed on actual basis.

Submission of Application

Applications for the position should include:

1. Detailed Resume with supporting documents
2. Cover Letter on candidate's suitability and interest in the position
3. Read the following article and submit a written response to the following questions.
Link to the article: <https://www.cgdev.org/blog/let-local-leaders-lead-why-donors-should-create-more-space-local-leadership>

Answer the following three questions in no more than 100 words each

- a) Why does Dan Honig think that local leaders should be allowed to lead?

- b) Based on your experience, what do you agree with or disagree with in the article?
Please refer to your experience to argue for your position
- c) There is a graph in the article. Please provide a brief interpretation of the information conveyed by the graph.

Applications must be submitted electronically to the Office of Development Commissioner at the following email address (meghalaya.scep@gmail.com), with the subject line – *Development Consultant - <Name>*, by latest by **5.00 p.m., 15th January 2025**. Each application will be acknowledged and only this acknowledgement will constitute proof of submission.

