

# TERMS OF REFERENCE (ToR) FOR MISSION KARMAYOGI ASSAM – SUPPORT TEAM AT ASSAM ADMINISTRATIVE STAFF COLLEGE (AASC) UNDER THE ADB SPONSORED ASUP LOAN COMPONENT

## 1. BACKGROUND

The Government of Assam (GoA) is implementing *Mission Karmayogi Assam* to strengthen the capacity and competencies of public officials for effective and citizen-centric service delivery. The Assam Administrative Staff College (AASC) serves as the State Anchor Institution for this initiative, in coordination with the Capacity Building Commission (CBC), Department of Personnel & Training (DoPT), Assam Skill University (ASU), and the Centre for Effective Governance of Indian States (CEGIS).

To support the operationalization of Mission Karmayogi Assam, AASC proposes to establish a dedicated five-member *Mission Karmayogi Support Team*. This team will provide technical, analytical, and managerial support for the planning, implementation, and monitoring of competency-based capacity-building reforms across departments.

## 2. OBJECTIVE

The Support Team will assist AASC in:

- Implementing Mission Karmayogi Assam’s key components including FRACing, State Capacity Building Plan, and **DoPT sponsored** Digital Learning Lab (DLL).
- Providing analytical and project management support for capacity building, training reforms, and digital transformation.
- Strengthening institutional mechanisms for data-driven decision-making and learning evaluation.

## 3. INDICATIVE TEAM COMPOSITION, SALARY AND LOCATION

SL NO	POSITION	INDICATIVE NO. OF POSTS	LOCATION	REPORTING	INDICATIVE SALARY RANGE
1	Senior Manager (Team Leader)	1	Assam Administrative Staff College, Guwahati	Director Of Training (DOT), AASC	Rs. 2.3-3.1 (lakhs/month)

In exceptional cases, if the last drawn salary is higher than the maximum salary assigned for the position, the CEO-ASUP may fix the salary with some hike based on the last drawn salary by such candidates.

- In case the last drawn salary of the candidates is less than the minimum salary assigned for the position, a maximum of 30% hike on the last drawn salary will be considered.

#### **4. TERMS OF REFERENCE (ToR) BY POSITION**

##### **4.1 SENIOR MANAGER (TEAM LEADER)**

###### **Purpose:**

To lead strategic planning, coordination, and implementation of Mission Karmayogi initiatives in Assam under AASC's guidance. The Senior Manager will ensure alignment with national frameworks, oversee data management, project delivery, and stakeholder engagement.

###### **Key Responsibilities:**

- Lead the planning, implementation, and monitoring of *Mission Karmayogi* (MK) initiatives under the direction of the Assam Administrative Staff College (AASC).
- Oversee comprehensive project management across conceptualisation, resourcing, execution, and reporting.
- Direct team operations to ensure high-quality outputs, timely delivery, and alignment with project and institutional goals.
- Translate national Mission directives into actionable state & department-level implementation plans.
- Assist Capacity Building Units (CBU) of various M/D/Os, including the CBU at AASC, in overall implementation of the MK framework.
- Design and oversee capacity building efforts across M/D/Os.
- Present findings, updates and insights effectively to diverse stakeholders, including senior government officials, partner institutions and in public forums.
- Coordinate with line departments, donors and enabling bodies such as, the Capacity Building Commission (CBC), Department of Personnel Training (DoPT), Assam Skill University (ASU) and other Mission Karmayogi ecosystem actors.
- Build and nurture long-term relationships with state and central ministries, public sector training institutes, and development partners.
- Facilitate access to administrative data from relevant M/D/Os and ensure adherence to strict data quality and security protocols.
- Conduct and supervise quantitative and qualitative analyses, translating data insights into policy decisions.
- Leverage national, regional, and global best practices and applied research methods to generate actionable insights and strengthen program learning and impact.
- Lead budget forecasting, resource allocation, and expenditure tracking for program components.
- Oversee cost-efficiency and risk management systems to ensure compliance and accountability.
- Conduct budgetary and expenditure analysis to inform operational and strategic decision-making.
- Design robust MEL frameworks and quality assurance mechanisms for training and institutional reform programs.
- Guide the team in developing evidence-based reports, policy briefs, and knowledge products that capture learnings and achievements.
- Standardise data and program management protocols to improve institutional learning and replication.
- Drive the conceptualisation and deployment of digital capacity-building tools and learning platforms.
- Integrate analytics dashboards and digital feedback systems for continuous improvement and performance tracking.
- Supervise, mentor, and build the capacities of team members through structured guidance and peer learning.
- Foster a culture of collaboration, accountability, and professional excellence within the state Mission Karmayogi team.

## **Educational Qualifications:**

- Masters or advanced degree in Public Policy, Public Administration, Management, Economics, Statistics, Governance, Engineering, or Social Sciences.
- Desirable: Postgraduate or diploma-level training in HRD, e-Governance, Learning and Development, or Certification in Project Management (PMP/PRINCE2 or equivalent).

## **Experience:**

- ✓ 8–12 years of progressively responsible experience in government, public finance, consulting, or development sectors.
- ✓ Experience leading multi-stakeholder programmes and teams (3–5 members minimum).
- ✓ Proven background in data-driven decision-making and policy implementation.
- ✓ Experience with digital learning, MEL systems, and governance reform initiatives preferred.

## **5. DURATION AND CONTRACTUAL TERMS**

- Engagement will be full-time and in-person, based at the Assam Administrative Staff College, Guwahati.
- The contract will be till December 2027 co-terminus with the ADB Loan Project funded through ASU

## **6. REPORTING & COORDINATION**

- All team members will work under the supervision of the Director of Training, AASC, through the Senior Manager (Team Leader).
- Coordination will be maintained with the Capacity Building Commission (CBC), Department of Personnel and Training (DoPT), Assam Administrative Staff College (AASC), Assam Skill University (ASU) and CEGIS.

## **7. DELIVERABLES**

- **Annual and quarterly implementation plans for Mission Karmayogi Assam.**
- **FRACing implemented in priority departments**
- **TNA conducted for ACS Officers**
- **Operationalization of DoPT sponsored Digital Learning Lab (DLL).**
- **State Capacity Building Plan aligned with national frameworks.**
- **Regular progress and MEL reports submitted to AASC.**

