

**KERALA INSTITUTE OF LOCAL ADMINISTRATION [KILA]
Mulamkunnathukavu PO, Thrissur - 680581**

Application for the Post of Research Officer: PAISA for Panchayat Project

About KILA - Kerala Institute of Local Administration (KILA) is synonymous with decentralisation and local governance. The best of its kind in the third world, KILA aims to address the emerging issues of decentralised governance at the grass roots through a plethora of divergent activities like training, research, consultancy, policy advice, publications and information services. KILA thus becomes a harbinger of the emerging dawn of vibrant local democracy.

The Institute actively disseminates the insights of research and recommendations of its various training programmes and workshops through a number of publications. In order to meet the training needs of the participants from other Indian states and neighbouring countries KILA has translated several documents in English and other Indian languages like Hindi, Tamil, Bengali and Kannada.

KILA actively collaborates with many national and international agencies like Swiss Agency for Development and Co-operation (SDC), United Nations Development Programme (UNDP), UN-HABITAT, and Housing and Urban Development Corporation (HUDCO) with a motive of deepening local governance.

About AI - AI, at the Centre for Policy Research, seeks to strengthen the analytical frameworks of the accountability debate in India by:

- Building Evidence – AI conducts cutting edge research on public service delivery systems. It focuses on understanding state capabilities and accountability systems by tracking the planning, budgeting and decision making structures of social sector schemes such as the ICDS, SSA and MDM.
- Deepening Public Debate – Underlying AI's work is a strong commitment to the idea that enhanced citizen engagement in governance processes is a primary driver of change. AI leverages its research to promote public discussion through seminars, discussions in the media, and pro-active engagement with the government at different levels.
- Catalysing Reforms – Seeking partnerships to pilot models for citizen led accountability, training a new generation of public finance experts and promoting administrative reforms at the front lines of service delivery.

AI's approach to building evidence and the PAISA for Panchayats project - AI conducts cutting edge research on public service delivery systems in India. It focuses on understanding state capabilities and accountability systems by tracking administrative processes - planning, budgeting and decision making structures - at the grassroots.

PAISA (Planning, Allocations and Expenditures, Institutions Studies in Accountability), AI's flagship project started in 2009 as an effort to understand the efficacy of inter-governmental transfer systems and its impact on the delivery of social sector programs at the front line. It does this by tracking plans, budgets, fund flows, and administrative procedures through the bureaucratic hierarchy.





The PAISA for Panchayat project extends AI's PAISA methodology to track expenditures at the Gram Panchayat level. Through its work, this project is aimed at building a stronger transparency regime around local government finances which can then help deepen fiscal and political decentralization in India through policy reforms and increased grassroots participation. A prior research of the PAISA in Panchayat report in Karnataka can be found [here](#).

ROs are required on contract basis for fieldwork based research project in Thrissur (with extensive travel to Wayanad and Trivandrum) for a period of one year, but likely to be extended for another 4 months. The RO will primarily report to the AI researcher of the PAISA for Panchayats project, and shall also be answerable to the designated official in KILA. This position would primarily focus on two specific pieces of the research being undertaken over the next year and half under the PAISA for Panchayat project:

1. Developing and executing a research methodology to understand and track interjurisdictional financial flows to rural local governments in Kerala.
2. Based on the above research, understand the de-facto implementation processes to develop a framework for an expenditure information network (EIN) that can be executed by the state government of Kerala.

Specific Responsibilities for the above project include:

1. Gathering, cleaning and analysing large data sets from the Kerala state budget and district/block/gram panchayat budgets.
2. Liaisoning with a cross section of lower and higher level officials in the Treasury, Finance, Planning, local self-government and other relevant departments to gather relevant data in desired formats.
3. Recruiting and managing field level data collectors.
4. Qualitative data collection as per prescribed formats.
5. Assist in creating and executing the dissemination plan for the report.
6. Embedding knowledge process by developing a capacity building module to transition methodologies of the PAISA for Panchayat project to KILA.

Qualification: Professional/Masters qualification in Economics/ Finance/ Public Policy/Public Administration/Development Studies/MSW/Commerce with at least 6 months of relevant work experience. Engineering graduates will be considered if they have relevant experience and/or interest in accounting and financial management. Should have the ability to communicate with government officials, project management skills, attention to detail and be comfortable working with financial data. Specifically,

Technical -

1. Background or understanding of budgeting and financial management
2. Data management using basic skills in MS Excel.
3. Ability to do basic qualitative research
4. Project management skills
5. Capacity building/training skills



6. Understanding and interest in decentralisation, governance and public finance is desirable

Non-Technical -

1. Team player with strong communication (written & verbal) skills in English and Malayalam.
2. Ability to work with wide spectrum of people like government officials, researchers etc...
3. Punctual and meet deadlines
4. Willingness to frequent travel
5. Passion about development work
6. Self-driven and should have strong values and ethics in conducting research

To apply for this position, please submit your application, in the prescribed form below, on or before 10th October 2016 by 10 am IST by email to: career.kila@gmail.com





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Name				
Address (Contact)				
Phone Number: Office				
Phone Number: Mobile				
Email ID				
Educational Qualifications				
Exam Passed	Subject	Marks [%]	Institution	University
Degree				
PG				
MPhil				
PhD				
Others [specify]				
Attainments in specific subjects				
% of marks in Statistics/Research Methodology/Quantitative Methods (PG)				
% of marks in English (Degree)				

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KILA, Mulankunathukavu, Thrissur





Experience

Relevant experience (Total)				_ _ years	
Experience in Detail					
Designation	Institution	Duration (in yrs)	Full time/Part time/ Intern	Name of Project	Nature of Work

Experience in the following (specify the areas worked)

Field Work	Project	Field Work Location
Community Organisation (CO)	Project	CO Location
Data Collection/ Interview	Project	Data Collection Location
Data Processing	Project	Software used for Data Processing
Report Drafting in English	Title of the Report	Published or not
Report Translation from English to Malayalam	Title of the Report	Published or not
Computer Skills - Word	Specify courses if any undergone	Practical Experience (Yrs)
Computer	Specify courses if any	Practical Experience (Yrs)/ Functions



Skills - Excel	undergone	known
Computer Skills - Power Point	Specify courses if any undergone	Practical Experience (Yrs)
No. of Publications	Articles	Books
Languages known		
Proficiencies and distinctions, if any.		
Name, email and phone number of 2 referees who knows your competence and skills		