

# **Engagement of Domain Advisors and Domain Consultants on a Short-Term Basis in the Central PMU for e-Governance.**

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## **1. Introduction**

**Odisha Computer Application Centre (OCAC)** proposes to setup a **Central Project Management Unit (Central PMU)** for enhancing administrative efficiency through the effective implementation of digital governance projects. This unit will serve as a central coordination body, offering technical, managerial, and strategic support for e-Governance initiatives across multiple departments and sectors.

Odisha has made significant strides in adopting e-Governance to promote transparency, accountability, and accessibility in public services. However, challenges such as a shortage of technical manpower, fragmented infrastructure, inconsistent project management, and limited domain-specific expertise have hindered the full potential of these initiatives. The Central PMU seeks to address these challenges by serving as a unified and centralized entity to ensure standardized and streamlined implementation of e-Governance projects.

### **1.1 Purpose of the Central PMU**

The Central PMU is envisioned to:

- Enhance the efficiency and impact of e-Governance initiatives.
- Provide centralized project management and monitoring support.
- Strengthen IT infrastructure and cybersecurity frameworks for digital projects.
- Bridge the domain knowledge gap in critical sectors like health, education, agriculture, and finance.
- Introduce innovative technologies and global best practices to modernize governance.
- Build capacity within government departments to sustain and scale e-Governance initiatives.

### **1.2 Key Functions of the Central PMU**

- a. Project Design and Management
- b. Domain-Specific Expertise
- c. Infrastructure Development
- d. Cybersecurity and Compliance

- e. Preparation and Vetting of Documents
- f. Capacity Building and Knowledge Management
- g. Innovative Solutions
- h. Interdepartmental Coordination

### **1.3 Expected Impact**

The establishment of the Central PMU will:

- Ensure uniformity and consistency in e-Governance implementation across departments.
- Improve public service delivery by making it more accessible, transparent, and efficient.
- Foster innovation and modernization to address the dynamic needs of citizens.
- Create a robust foundation for sustainable digital transformation in Odisha.

The Central PMU represents a significant step toward achieving Odisha's vision of becoming a leader in digital governance, empowering citizens through seamless and effective access to public services.

## **2. Terms of Reference for Domain Advisors and Domain Consultants**

The engagement of short-term **Domain Advisors** and **Domain Consultants** is aimed at leveraging their expertise to guide the Central PMU, OCAC, and government departments in the design, implementation, monitoring, and optimization of e-Governance projects. Their role will be critical in ensuring domain-specific relevance, technological advancement, and alignment with strategic goals.

### **2.1 Advisory Support**

- Provide strategic and domain-specific guidance for e-Governance initiatives in respective sectors such as health, education, agriculture, finance, urban development, etc.
- Assist in identifying gaps, challenges, and opportunities within ongoing and proposed projects.
- Recommend strategic actions and technological interventions to enhance the efficiency and impact of government services.

### **2.2 Monitoring and Evaluation**

- Regularly monitor the progress of ongoing projects to ensure alignment with defined objectives and timelines.
- Review project milestones, assess performance, and suggest corrective actions to address delays or challenges.
- Develop performance evaluation frameworks and Key Performance Indicators (KPIs) specific to their domain.

### **2.3 Documentation, Review and Validation**

- Preparation of detailed case studies, newspaper articles, and success stories that highlight the achievements, best practices, and impact of e-Governance projects. These deliverables aim to document insights, showcase innovations, and promote Odisha's digital transformation initiatives to stakeholders and the public.
- Critically review Detailed Project Reports (DPRs), Requests for Proposals (RFPs), policy documents, and other technical submissions.
- Ensure that project documentation adheres to best practices, technical standards, and compliance requirements.
- Provide feedback and validation for strategic documents, ensuring clarity, feasibility, and alignment with government priorities.

### **2.4 Capacity Building and Guidance**

- Conduct workshops, training sessions, and knowledge-sharing programs for OCAC staff, technical teams, and government officials.
- Mentor consultants and technical teams to build their capabilities in designing, implementing, and managing projects effectively.
- Provide actionable insights and tools to improve project execution and monitoring.

### **2.5 Software Application Review**

- Evaluate software applications and digital solutions developed for their respective sectors.
- Ensure that software solutions are user-friendly, scalable, secure, and aligned with project objectives.
- Conduct testing, provide feedback, and recommend enhancements for applications to meet sectoral requirements effectively.

- Assist and Guide Department to implement various features in the software application

## **2.6 Innovation and Best Practices**

- Introduce innovative technologies and methodologies relevant to the domain, such as Artificial Intelligence (AI), Blockchain, IoT, and Big Data.
- Identify and document best practices and successful models from national and global implementations for replication.
- Provide a roadmap for the adoption of cutting-edge solutions to modernize public service delivery.

## **2.7 Sector-Specific Expertise**

- Tailor solutions to address the unique needs and priorities of their respective sectors (e.g., digital health initiatives, smart agriculture systems, or education technology platforms).
- Assist in designing sector-specific e-Governance frameworks and strategies.

## **2.8 Interdepartmental Coordination**

- Facilitate collaboration between departments to ensure consistent implementation of e-Governance projects across sectors.
- Provide cross-domain insights to harmonize efforts and optimize resource utilization.

## **2.9 Risk Assessment and Mitigation**

- Identify potential risks, vulnerabilities, and challenges in projects.
- Develop and recommend mitigation strategies to minimize project disruptions.

## **3. Suggested Domain Areas**

- Agriculture and allied sector
- Education
- Health
- Finance (including Banking & Public Finance)& Revenue
- Community Infrastructure
- Technology and Digital Governance Sectors
- Social Sector or other sector as and when it is felt necessary to have a consultant.

(However, OCAC may take up Domain Advisors/consultants on any field as and when requires)

#### **4. Application Process**

- Interested candidates must submit an application for empanelment using the prescribed form, along with all required supporting documents. The application form and guidelines will be made available on the OCAC website or through official notifications.
- The application should be furnished in softcopy through email to : **domainexpert@odisha.gov.in**
- **Last date of submission of applications : 03.08.2025.**

#### **5. Evaluation and Selection Method:**

- Applications will be reviewed by a High-Level Technical Committee based on the applicant's qualifications, experience, and expertise in their respective domains.
- The High-Level Technical Committee will conduct personal interviews of individuals who have applied for the positions of Domain Advisors or Domain Consultants.
- Only those who successfully pass the evaluation process will be eligible for engagement in specific projects.

#### **6. Right to Nominate Experts:**

OCAC reserves the right to directly nominate distinguished domain experts from industries, academia, or research institutions who are globally or nationally renowned for their exceptional contributions in their respective fields on the recommendation of committee.

#### **7. Terms and Conditions**

##### **7.1 Engagement Mode**

- Advisors will be engaged on a **short term (per-day) basis**, with a maximum of **15** days per month.
- Flexibility will be allowed to work on-site or remotely, based on project needs and the advisor's availability.

##### **7.2 Eligibility Criteria**

###### **Domain Advisors:**

- Minimum 25 years in the respective domain
- Should be worked at senior level in Govt./PSU/Autonomous body/Universities in OSRP Rule minimum Level 15 pay matrix or equivalent

- In case of private sector candidates, a proven track record of at least 20 (twenty) years of experience in relevant functional areas, out of which at least 5 (five) years in a senior level position (level of General Manager & above) in an private sector company where the average annual turnover during last Financial Year is ₹2,000/- crore or more and the company should be a listed company.

**Domain Consultants:**

- Minimum 20 years in the respective field
- Should have worked at senior level in Govt./PSU/Autonomous body/Universities in OSRP Rule minimum Level 13 pay matrix or equivalent
- In case of private sector candidates, a proven track record of at least 20 (twenty) years of experience in relevant functional areas, out of which at least 5 (five) years in a medium level position (AGM & above) in an private sector company where the average annual turnover during last Financial Year is ₹1,000/- crore or more and the company should be a listed company.

**7.3 Compensation**

- Compensation will be determined as per the recommendations of High-Level Technical Committee
- Payment will be on a **per-day basis**, commensurate with experience and expertise, and subject to applicable taxes.
- Travel, accommodation, and other expenses will be reimbursed as per OCAC/Government norms.

**7.4 Termination :**

OCAC reserves the right to terminate the engagement of resource in case of non-performance, ethical breaches, or other violations of terms and conditions.

## Indicative Application Form for Empanelment as Domain Advisor/Consultant

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### 1. Personal Details

- Full Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Gender: \_\_\_\_\_
- Nationality: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Permanent Address: \_\_\_\_\_
- Present Address: \_\_\_\_\_

### 2. Educational Qualifications

Degree	Specialization	University/Institution	Year of Passing	Percentage/Grade
Graduation				
Post-Graduation				
Other Certifications				

### 3. Professional Experience

Organization	Designation	Key Responsibilities	Years of Service	Achievements

**4. Domain Expertise**

- **Primary Domain of Expertise:** \_\_\_\_\_
- **Relevant Sub-Domain(s):** \_\_\_\_\_
- **Years of Experience in the Domain:** \_\_\_\_\_
- **Key Projects Handled:** \_\_\_\_\_ (attach separate sheet if required)
- **Awards/Recognitions (if any):** \_\_\_\_\_

**6. References**

Name	Designation	Organization	Contact Number	Email Address

**7. Declaration**

I hereby declare that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that any false statement or misrepresentation may lead to my disqualification or termination of engagement.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_