

Roles & Responsibilities of Sr. Consultant/Consultant:

They shall be responsible to perform consulting assignments for various departments of GNCTC and team shall majorly responsible for following assignment:

- a) Preparation of Request for Proposal, Expression of Interest and other bidding related documents for various small and large IT & e-Governance initiatives of GNCTD.
- b) Preparation of Preliminary Project Report and Detailed Project Report (DPR) as per the need of departments
- c) Part of Project Monitoring unit/committee formed to monitor the successful implementation of IT/e-Governance initiatives
- d) Feasibility study for upcoming initiatives and System study
- e) Mid tem review and appraisal of the existing/ongoing projects
- f) Preparation of project Plan
- g) Project recommendation
- h) Capacity Building & Change Management: Plan and conduct trainings for officers of various departments of GNCTD, preparation of training modules etc.
- i) Any other task assigned by Secretary (IT) / CEO (DeGS).