



**PIMPRI CHINCHWAD MUNICIPAL CORPORATION**

**PIMPRI - 411018.**

**Appointment of Consultant for Effective Implementation & Monitoring of Citizen Engagement Programs and Social Media Campaigns under City Transformation Office in PCMC.**

Pimpri Chinchwad Municipal Corporation (PCMC) intends to appoint an expert for Effective Implementation & Monitoring of Citizen Engagement Programs and Social Media Campaigns under City Transformation Office on purely temporary and on remuneration basis for the period of 6 months. PCMC thereof invites applications from interested candidates as envisaged in the Terms of Reference (TOR). The TOR is available on website of PCMC i.e. [www.pcmcindia.gov.in](http://www.pcmcindia.gov.in). Applicants shall mail their detailed resume as per format in TOR to [cto@pcmcindia.gov.in](mailto:cto@pcmcindia.gov.in) on or before **02/10/2018 up to 5 pm**. For further queries please contact us on 020-67331110/1120.

**Advt. No.213**

**No. I&T/03/WS/102/2018**

**Date:- 17/09/2018**

**Sd/-**

**Commissioner**

**Pimpri Chinchwad Municipal Corporation**

**Pimpri - 411018**



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## Department Of Information & Technology

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### Terms of Reference for Consulting Services for Effective Implementation & Monitoring of Citizen Engagement Programs and Social Media Campaigns under City Transformation Office.

#### **Project Background**

Pimpri-Chinchwad Municipal Corporation (PCMC) intends to develop a unique identity for the city of Pimpri-Chinchwad and provide its citizens with a strong sense of belonging along with a lifestyle comparable to a leading international city. PCMC plans to define and undertake key city development projects which would enable progressive transformation of Pimpri-Chinchwad as well as set the base for development as a livable, sustainable city.

For this purpose, PCMC is calling for proposals from experienced consultants who will assist the PCMC in enabling city transformation by providing assistance in the areas of citizen & stakeholder engagement, visioning, city identity, project identification, strategy execution, knowledge management, implementation planning, transaction advisory, partner engagement and performance monitoring.

As part of Performance Monitoring of citizen engagement programs and social media campaign, PCMC is inviting proposal for appointment of full time personnel for a period of 6 months for fixed remuneration on purely temporary basis.

#### **The Consulting Services for Effective Implementation & Monitoring of Citizen Engagement Programs and Social Media Campaigns under City Transformation Office focusing the following-**

1. Leverage the use of technology to gain efficiencies and enhance two-way communication between government and residents.
2. Review and evaluate engagement systems and activities and make enhancements to improve effectiveness. Management to prepare reports, review performance.
3. Prepare governance reports, project status reports, presentations, agendas and minutes, and maintain logs and registers.
4. Fostering positive and collaborative relationships with community residents, local nonprofit organizations, businesses, and student organizations.
5. Dedicated professional with essential skills: communication fluency in 3 languages Marathi, Hindi, English, Efficiently handling software, Quality Assurance, Data Analytics, etc.
6. Expert who have in depth domain experience of handling business operations.

The ProjectCoordinator shall be required to perform various tasks which would include but not to be limited to the following:

- Specifically responsible for developing and implementing social media plans and specific tactics across all channels of social media for key events as well as additional opportunities as identified. Monitor and track all social media initiatives and tactics implemented by organization and develop reports on those findings
- Track social media program results and report on those findings, as well as assist in active “listening” to the social media community, regularly reporting on those findings.

#### **Other Activities**

- Identifying the critical successes factors and best practices for implementation of citizen engagement projects in the city.
- Assistance to PCMC, Preparation of Business Modeling and Policies, Formulation of Standard Operating Procedures for efficient operations related to citizen engagement & social media campaign.
- Prepare and document all necessary documentation such as Minutes of Meeting, lessons learned, suggestions etc. as per the requirement of the project.
- All other standard tasks of a consultant and other tasks/activities assigned by PCMC related to citizen engagement programs from time to time.
- Spreading awareness about city surveys, impact assessment studies done by PCMC.

#### **Eligibility Criteria of the personnel:**

- Qualification: B.E./B.Tech/M.E./M.Tech/MCA/M.Sc./MBA in the field of Information & Technology or Communication from a recognized university.
- Experience: At least 10 years of experience in Information Systems. Professional experience of Project Management, Social Media Management.Experience of working in Government organization or projects is highly desirable.
- Demand has to be submitted in the prescribed format attached herewith separately.
- Proof of registration of PAN card, income tax and along with tariff should be added to the truth.
- Consultant will be required to complete all the work related to the contract as well as adhere to the Government guidelines issued from time to time. Conditions in the Agreement shall remain binding on Consultant.
- The right to sanction or deny any quotation, amend the contract conditions of the appointment, the tenure,and/or to terminate the appointment at any point of time, is reserved with the Commissioner, PCMC, Pimpri - 411 018.
- The notice has been published on [www.pcmcindia.gov.in](http://www.pcmcindia.gov.in)

**Sd/-**  
**Commissioner**  
**Pimpri Chinchwad Municipal Corporation**  
**Pimpri - 411 018**

**CV Format (To be used for providing resumes for profile review)**

<b>Details</b>		<b>Response</b>
1	Name of staff [Insert full name]	
2	Date of Birth	
3	Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]	
4	Membership of Professional Associations / Societies	
5	Summary of key Training and Certifications	
6	Work Experience: [where staff has worked in the last ten years]	
7	Language Proficiency	(Read/Write/Speak) -(Excellent/Good/Fair)
8	Employment Record - [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment as per format provided]	From [Year]: _____ To [Year]: _____ Employer: Positions held:
9	Highlights of assignments handled and significant accomplishments.	Name of assignment or project positions held: Activities performed: Year: Location: Client: Main project features:

**Note :- All submitted photocopies of documents should be self-attested.**

Annexure - B

Self-Declaration for Self Attestation



I ----- Son / Daughter of-----  
aged -----, occupation-----resident of-----  
with UID No. ----- hereby declare that the  
copies attested by me are true copies of original documents. I am well aware of the fact  
that if the copies are found to be false, I shall be liable for prosecution and punishment  
under Indian Penal Code and / or any other law applicable thereto.

Place :-----

Applicant's Signature-----

Date :-----

Applicant's Name :-----