

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

Application for the Post of Field Staff: 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 neighboring 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](#).

Field Staff are required on contract basis for fieldwork based research project in Thrissur and Wayanad for a period of 5 months. Based on performance this can be extended for another 5 to 7 months. The staff will report to the AI researcher of the PAISA for Panchayats project. This position would primarily focus on collecting quantitative and qualitative field data for the project. If the period of stay in the project is extended the staff will be responsible for dissemination related activities of the project as well.

Specific Responsibilities for the above project include:

1. Gathering and cleaning government budget documents
2. Managing field interns
3. Liaising with a cross section of lower and higher level officials in the Thrissur and Wayanad district for gathering relevant financial and non-financial data.
4. Qualitative data collection as per prescribed formats.
5. Translating documents into English if need be.
6. Assist in creating and executing the dissemination plan for the report.

Qualification: Professional/Graduate with a preference for Commerce and Finance graduates or post graduates. Relevant field work experience will be a plus. Should have the ability to communicate with government officials, project management skills, attention to detail and be comfortable working with financial data and numbers. Specifically,

Technical –

1. Ability to work with numbers and quantitative data
2. Data management using basic skills in MS Excel
3. Ability to do basic qualitative research
4. 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, wiliness to listen to seniors and meet strict project 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 resume detailing your education, work experience, language and computer skills and a short note on why you want to apply for this post. Applicant who own a two wheeler and/or are willing to ride a two wheeler for field visits will be preferred.

Please submit your application before 30th January 2017 by 10 pm IST by email to: career.kila@gmail.com. Incomplete resumes will not be accepted.