

Scope of Work (SOW) for Assistant Manager for Project Management Unit (PMU) for State Engagements under ULIP.

Qualification Criteria:

- **Education:** Master's degree with B.E./ B.Tech. from a recognized institution.
- **Experience:** 4-8 years' relevant experience, including work with Government of India organizations or initiatives.
- **Expertise:** Project management, program coordination, stakeholder engagement, and familiarity with GoI Schemes/ Policies.

Key Responsibilities:

1. State Government Liaison & Coordination

- Serve as the primary interface between **NLDSL and State Government Departments** to support ULIP onboarding, integration and project management.
- Facilitate structured communication for **requirement gathering, data-sharing arrangements, and alignment of processes** with State stakeholders.
- Organize and document meetings with State officials, capturing decisions, integration progress, and new opportunities for use-case development.
- Ensure alignment of expectations on **timelines, milestones, and deliverables** across all stakeholders for the State-specific project.

2. ULIP Integration Support

- Coordinate with State departments and their technical teams to enable **API/ data integration**, ensuring accuracy, completeness, and adherence to ULIP standards.
- Track daily progress of integration tasks, maintain an **issue log**, and initiate timely follow-ups for resolution.
- Support in **testing, validation, and stabilization** of data flows from State systems into ULIP.

3. Use Case Identification & Project Development

- Work closely with State departments to identify **high-impact use cases** across logistics, mobility, enforcement, infrastructure, and public service delivery.

- Provide techno-functional inputs to ensure proposed use cases are **feasible, scalable, and aligned with ULIP's architecture**.
- Support preparation of **solution notes, functional requirement documents**, and implementation plans for approved projects.
- Assist in monitoring pilot deployments and subsequent State-wide rollouts.

4. Data & Analytics Support

- Review dashboards and analytical outputs generated from State data to ensure **relevance, accuracy, and consistency** with sector needs.
- Flag anomalies or discrepancies and coordinate corrective actions with technical teams.
- Support State officials in understanding **ULIP dashboard features, insights, and analytics-driven decision-making**.

5. Training, Capacity Building & Post-Integration Support

- Coordinate and support training sessions/workshops for State officials on **ULIP modules, dashboards, and integrated workflows**.
- Assist in developing **user guides, FAQs, SOPs**, and other capacity-building material.
- Provide **first-level user support** after integration, ensuring issues are communicated to technical teams for resolution.

Note: Additional project-related responsibilities may also be assigned from time to time, depending on emerging requirements and priorities.