

TERMS OF REFERENCE (ToR)

Position: Senior Technical Expert

1. Number of Post

01 (One)

2. Place of Posting

Tura, with frequent travel to project sites and field locations.

3. Nature of Engagement

Contractual, co-terminus with the project, with performance-based renewal.

4. Reporting Authority

The Senior Technical Expert shall report to the Executive Director / Project Head, MBDA. The Senior Technical Expert shall supervise and guide the Technical Experts, the Technical Assistants and Assistant Manager- Field Engineers. The position shall also coordinate with the State Project Management Unit (SPMU), district teams, government departments, technical agencies, and implementation partners.

5. Core Purpose of the Position

To provide overall technical leadership across all renewable energy verticals, ensuring that planning, design, and implementation meet standards of quality, compliance, safety, efficiency, and sustainability, in alignment with programme objectives, MNRE guidelines, and national standards. The Senior Technical Expert shall also guide and build the capacity of the technical team.

6. Key Roles and Responsibilities

The Senior Technical Expert shall:

Technical leadership

- Provide overall technical direction for renewable energy programmes covering solar, micro hydro, biogas, and energy storage / grid integration.
- Review and approve engineering designs, drawings, specifications, DPRs, and technical documents prepared by the Team.
- Ensure compliance with relevant codes, standards, regulatory frameworks, and government guidelines.
- Evaluate new and emerging technologies and recommend suitable options for Meghalaya's conditions.

Team management

- Supervise, mentor, and evaluate the performance of Technical Experts, Technical Assistants, and Assistant Manager- Field Engineers.
- Assign work across verticals, set technical priorities, and ensure timely delivery of outputs.
- Plan and guide training and capacity building of the technical team and field staff.

Quality, risk, and monitoring

- Establish and oversee technical quality assurance, safety, and inspection systems across all projects.
- Identify programme-level technical risks and constraints, and ensure that mitigation measures are put in place.
- Review project progress against timelines, budgets, deliverables, and milestones, and resolve technical bottlenecks.

Procurement and contracts

- Guide the preparation and review of technical specifications, bid documents, and DPRs.
- Support technical evaluation of bids and serve on technical evaluation committees as required.
- Review contractor and vendor performance.

Coordination and representation

- Liaise with MNRE, the North Eastern Council, State departments, MeECL, financial institutions, technical institutions, and other agencies on technical matters.

- Represent MBDA in technical meetings, reviews, and forums.
- Coordinate with communities, contractors, consultants, and implementation partners on complex or high-priority issues.

Reporting and advisory

- Advise the Executive Director and senior management on technical strategy, policy, and investment decisions.
- Review and consolidate monthly and quarterly progress reports, risk reports, and performance data prepared by the technical team.
- Support the preparation of proposals, concept notes, and technical inputs for funding and partnership.

7. Essential Qualification

- Graduate in Engineering (B.E. / B.Tech) in any of the following:
 - Civil Engineering
 - Electrical Engineering
 - Mechanical Engineering
 - Environmental Engineering
 - Electronics / Instrumentation
 - Renewable / Sustainable Energy
- Post-Graduate degree in Renewable / Sustainable Energy or a related engineering discipline is preferred.

8. Essential Experience

- Minimum 10 (Ten) years of relevant professional experience in:
 - Renewable energy projects
 - Government projects / schemes
 - DPR preparation and technical documentation
 - Tendering, procurement, and contract management
 - Experience in stakeholder coordination at senior level (Government, communities, contractors, consultants, financial and technical institutions).
 - Sound knowledge of MNRE guidelines and national policies related to renewable energy.

9. Desired Skills & Competencies

- Strong leadership, team management, and mentoring skills
- Strategic planning and multi-project management
- Experience in government liaisoning and inter-departmental coordination at senior level
- Ability to manage large budgets, timelines, and deliverables
- Strong analytical, decision-making, and problem-solving skills
- Knowledge of risk assessment and mitigation frameworks
- Proficiency in technical documentation, reporting, and presentation to senior officials
- Understanding of sustainability, energy efficiency, and environmental compliance
- Experience in working with multiple technologies, such as solar, micro hydro, biogas, and storage, is an advantage

10. Remuneration

Remuneration shall be as per MBDA/ MBMA Policy.

11. Other Conditions

- The role requires frequent field travel across project locations.
- The candidate must demonstrate high levels of technical competency, leadership, accountability, and adaptability.
- MBDA/ MBMA reserves the right to modify roles and responsibilities based on Projects requirements.