**Terms of Reference**

***Terms of Reference for* State Consultant – Quality Education**

1. **BACKGROUND**

The Right of Children to Free and Compulsory Education Act (commonly known as the RTE Act 2009) expects the state government to provide free and compulsory elementary education to every child of 6 to 14 year age group. Education Sector of UNICEF works with the government system, media, judiciary system, Panchayati Raj system and Civil Society Organizations, Universities and resource persons at different level so that maximum support is mobilized for ensuring children’s basic rights as desired under RTE Act. Major areas of activities of the Sector include RTE related advocacy, capacity development, community mobilization, service delivery, partnerships, knowledge management, evaluation, monitoring, programming, socio-behavioural and cultural research etc. The Sector operates through its Project Staff to demonstrate school readiness among children, child friendly child centred learning processes, child friendly approach to learning assessment through continuous and comprehensive assessment tools, community based child friendly schools in multi-grade multi-level learning situations, mother tongue based early learning in tribal areas, school health and sanitation education programme through child cabinets, child reporters, operationalization of educational structures through school leadership, etc.

1. **PROGRAMME AREA AND SPECIFIC PROJECT AREA**

**Programme area:** Education

PCR 2: Boys and girls live in a protective and learning environment and have equitable access to and utilise quality education and protection services

**Intermediate Result 2.4**: Government and partners have increased capacity to implement RTE and Child Friendly Schools

1. **Specific project:**

This consultancy will focus on facilitating the Jharkhand Education Project Council (JEPC), Govt. of Jharkhand in developing strategies for strengthening systems, developing modules, teaching learning materials on RTE Act, capacity building and programme monitoring for the department in the areas related to education of equitable quality

1. **OBJECTIVES**

Consultant will work closely with Jharkhand Education Project Council (JEPC) and JCERT to facilitate outcome based planning and implementation of child friendly child centered pedagogical processes with focus on children’s school readiness, early grade reading, activity based learning, mother tongue based multilingual education, special training of out of school children, capacity enhancement of SMCs, learning assessment, etc.

1. **Duty Station**

The incumbent(s) will be based out of Ranchi, with travelling to districts for monitoring and supportive supervision

1. **Supervisor**

Education Specialist, UNICEF, Ranchi

1. **Major Tasks to be Accomplished**

**Task 1:** Support preparation of plan of action for strengthening of JCERT and TEIs, and assist in development of two DIETs as Centres of Excellence in language and mathematics in partnership with resource agencies.

**Task 2:** Assist JEPC in reducing dropout of children in districts through state level trainings, material development, supportive supervision, monitoring, baseline-end-line and documentation.

**Task 3**: Track enrolment and transition of children from elementary to secondary level and strengthen transition rates in East Singhbhum.

**Task 4**: Support School Education Support Mission (SESM), analyse data from all teams, prepare issues-strategy report and track action taken.

**Task 5:** Document and share good practices related to Pariwartan, Baal Sansad, Vidyalay Chale Chalayen Abhiyan, Shikshak Samagam, Kasturba Sangam, Pankh, Sports in KGBVs, MTB-MLE, SESM, SMCs, etc.

*Any other task as assigned by the supervisor*

**MONTH-WISE TASKS/ DELIVERABLES**

| **Major Tasks** | **Key Deliverable(s)** | **Estimated deadline for completion of deliverable** | **Consultancy days**  |
| --- | --- | --- | --- |
| **Task 1:** Support preparation of plan of action for strengthening of JCERT and TEIs, and assist in development of two DIETs as Centres of Excellence in language and mathematics in partnership with resource agencies. | * i. Status and roadmap with timelines for establishment of full-fledged JCERT in Jharkhand.
 | March 2017 | 20 days (10%) |
| * ii. Progress and monitoring plan for 2 DIETs - Centres of Excellences in Language and Maths (5%)
* iii. State Teacher Education plan for 2017-18 (5%)
 | April 2017 | 20 days (10%) |
| **Task 2:** Assist JEPC in reducing dropout of children in districts through state level trainings, material development, supportive supervision, monitoring, baseline-end-line and documentation.  | 1. Framework for tracking progress of dropout reduction
 | May 2017 | 20 days (10%) |
| 1. Baseline report (1) on dropout reduction in all districts
 | June 2017 | 20 days (10%) |
| 1. Report on role of Baal Sansads in reduction of dropout and improvement in student learning.
 | July 2017 | 20 days (10%) |
| **Task 3**: Support School Education Support Mission (SESM), analyse data from all teams, prepare issues-strategy report and track action taken. | SESM report on district visit and recommendations  | August 2017 | 20 days (10%) |
| **Task 4**: Track enrolment and transition of children from elementary to secondary level and strengthen transition rates in East Singhbhum. | Report on transition of children from elementary to secondary level in East Singhbhum based on DISE 2016-17 | September 2017 | 20 days (10%) |
| **Task 5**: Support School Education Support Mission (SESM), analyse data from all teams, prepare issues-strategy report and track action taken.  | 1. SESM report on district visit and recommendations (5%)
 | October 2017 | 20 days (10%) |
| 1. Report (2) on reducing dropout from all districts (5%)
 |
| **Task 6**: Document and share good practices related to Pariwartan, Baal Sansad, Vidyalay Chale Chalayen Abhiyan, Shikshak Samagam, Kasturba Sangam, Pankh, Sports in KGBVs, MTB-MLE, SESM, SMCs, etc.  | Separate reports on good practices from Pariwartan, Baal Sansad, and Vidyalay Chale Chalayen Abhiyan. | November 2017 | 20 days (10%) |
| Separate reports on good practices from Shikshak Samagam, Kasturba Sangam, Pankh, Sports in KGBVs, MTB-MLE, SESM, SMCs. | December 2017 | 20 days (10%) |
| Total | 200 days |

*There could be overlap in some of the tasks for the above deliverables. If deliverables are delayed due to extraneous circumstances (in extra ordinary cases and satisfaction of the supervisor) monthly payments can be claimed against submission of a Progress Report*

**8. Estimated Duration of Contract and Deadline for Submission of End**

 **Product**

1st March 2017 (starting from the day of contract) to 31st December 2017

1. **Official Travel Involved**

Travel is required within the state and in special cases, he/she may be required to travel outside the State. If such travel would contribute to the achievement of the assignment, as approved by the Supervisor. The Consultant will be on travel for approximately for 2 days in a month (approximately 20 days for the entire duration of the contract). The Consultant would be required to make own arrangement for travel and stay during travel, and bear the cost for the same. Consultant will submit the prospective travel plan to the Supervisor at the end of previous month.

**10. Qualifications and COMPETENCIES:**

* *Post graduate degree/diploma in Education or, social sciences*
* *Work experience of 4-5 years or more in the field of school education, and child development.*
* *Experience of working with UN agencies, or international organizations will be an added advantage*
* *Understanding of social mobilization and behaviour change communication*
* *Good analytical, negotiation and communication (oral and written) skills*
* *Computer literate and conversant with MS Office and its application, internet, e-mail*
* *Knowledge/familiarity with the national flagship programmes (SSA, MDM, Teacher education and others) and experience of working with Government is an asset*
* *Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations*
* *Knowledge of English essential, working knowledge of Hindi would be an added advantage*

**Application Procedures**

(1) Qualified female/male candidates are requested to please indicate their ability and availability to undertake the terms of reference above.

(2) We request you to please inform us where you have seen this advertisement.

 Please send your response to e-mail id: **“consultants.ranchi@gmail.com”** latest by **SEVEN CALENDER DAYS** (ONE WEEK)from the date of publication of this advertisement with subject line **"State Consultant - Quality Education”** inseparate files:

1. An application letter (Please mention **your name** in the file name while saving as per this format **“<Your Name>\_application letter for State Consultant**
2. CV (Please mention **your** **name** in the file name while saving as per this format **“<Your Name>\_CV for State Consultant**
3. P11 form (P-11 can be downloaded from our website at http://www.UNICEF.org/india/overview\_1440.htm) (Please mention **your** **name** in the file name while saving as per this format **“<Your Name>\_ P11 for State Consultant**
4. A financial proposal ***in PDF format*** indicating deliverable based fee as per template attached. Please mention your **name** in the file name while saving as per this format **“<Your Name>\_Financial Proposal for State Consultant**

**PLEASE NOTE ALL THE LISTED DOCUMENTS ARE MANDATORY AND FAILING IN SUBMISSION OF ANY DOCUMENT, THE APPLICATION WILL NOT BE CONSIDERED.**

 **Selection Procedures:**

1.  The selection will be on the basis of technical evaluation & financial proposal in the ratio of 80:20.

2.  The criteria for technical evaluation is as follows:

|  |  |  |
| --- | --- | --- |
| **Technical Evaluation Criteria** | **Max Scores** | **Min Scores to qualify** |
| Education Qualifications and Relevant Experience | 15 | 9 |
| Written Test | 35 | 21 |
| Interview | 30 | 18 |
|   | 80 | 48 |
| Qualifying Scores for Technical Evaluation | 80 | 48 |
| Minimum qualifying mark for Technical Evaluation will be 48 (out of 80) |

The financial proposals of only those candidates, who are found technically responsive, will be opened.

**NOTE:**

1. Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
2. Joint applications of two or more individuals are not accepted.
3. Only short-listed candidates will be called for written test/interview.
4. UNICEF does not charge any fee during any stage of the process. Only shortlisted candidates will be contacted.

For any clarifications, please contact:

Supply and Procurement- Focal Point

UNICEF Office for Jharkhand

VISWA Complex, Near Jodapul (IICM)

Kanke Road, Ranchi, Jharkhand

**Financial Bid**

**INDIVIDUAL CONSULTANT FOR Quality Education**

| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | **Consultant's Proposal** |
| --- | --- | --- | --- |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Cost (INR)**Professional fee |
| **Task 1:** Support preparation of plan of action for strengthening of JCERT and TEIs, and assist in development of two DIETs as Centres of Excellence in language and mathematics in partnership with resource agencies. | * i. Status and roadmap with timelines for establishment of full-fledged JCERT in Jharkhand.
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| 1. Report (2) on reducing dropout from all districts (5%)
 |  |  |
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| Separate reports on good practices from Shikshak Samagam, Kasturba Sangam, Pankh, Sports in KGBVs, MTB-MLE, SESM, SMCs. | December 201720 days (10%) | 2 days to district |  |  |
|  | * TOTAL (in INR)
 |  | 20 days to districts |  |  |

*Shaded area to be filled in by consultant*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date :**