

No. F. 4-2/2012-EE.7
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
(MS Cell)

New Delhi, the 21st January 2014

Subject: Engagement for Consultants for Mahila Samakhya programme in the Department of School Education & Literacy

The Department of School Education & Literacy invites Expression of Interest from eligible candidates for two posts of Consultants for the Mahila Samakhya Programme.

2. The details including job requirement, eligibility criteria etc. for the post are as follows:

Job requirements: • Planning, monitoring and capacity-building, in compliance, programmatic, strategic & financial management across State MS programmes. • Networking & advocacy on women's & girls' education and empowerment, with other NGOs & GOs/Departments. • Informing research, monitoring, evaluation & reporting from the gender, education & empowerment perspective. • Writing, editing & compiling data extensively for purposes of programme documentation, official record etc. • Extensive travel across States, fluency in English & Hindi, and comfort with the use of computers & Internet.

Education and Experience: Candidate should have wide-ranging knowledge of gender, education & development in India, and a background in research, training & planning. Preference will be given to those holding a post-graduate qualification along with at least 5 years' experience working with urban/rural women at the grassroots on their empowerment & rights-based education.

Location and terms of service: This position is full-time and based in New Delhi. The Consultants will be contractually employed by the MHRD, Gol, and paid a consolidated honorarium based on experience, qualification and previous remuneration. Only women possessing the abovementioned experience & qualifications, and in the age group 28-50 years, need apply.

3. TOR for the post is also available on the Ministry's website: www.mhrd.gov.in. The Department of School Education & Literacy reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

4. The duly completed **Applications with detailed curriculum vitae, incl. description of responsibilities held and other professional achievements** should be submitted so as to reach positively within one month of publishing of advertisement (published in Times of India, New Delhi on 21st January 2014) to undersigned. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

S/d
(Jyoti Pahwa)
Under Secretary (MS)
Tel: 23389613

To: All NRG members, SPDs of MS with the request to use their good offices and to give this notice wide publicity .

Copy also to the **NIC Cell** for up-loading on the website of the Ministry under updates and vacancy.

TERMS OF REFERENCE
Consultant (Mahila Samakhya)
Department of School Education & Literacy
Ministry of Human Resource Development.
Government of India

1. Introduction

Mahila Samakhya (MS) is an ongoing scheme for women's empowerment that was initiated in 1989 to translate the goals of the National Policy on Education into a concrete programme for the education and empowerment of women in rural areas, particularly those from socially and economically marginalized groups. The critical focus within MS is the centrality of education in empowering women to achieve equality. The objectives of the Scheme are: - (i) To enhance the self-image and self-confidence of women, (ii) to create an environment where women can seek knowledge and information which empowers them to play a positive role in society, (iii) to establish a decentralized and participative mode of management, (iv) to enable Mahila Sanghas to actively assess and monitor educational activities in the villages, (v) to provide opportunities for education for women and adolescent girls and (vi) to bring about greater participation of women and girls in both formal and non-formal education programmes. In the States, the programme is implemented through autonomous Mahila Samakhya Societies, which act as apex bodies and receive grants from the Central Government and are responsible for project implementation.

2. Scope of Work/Job responsibility

- Planning, monitoring and training/capacity-building, in all areas of programmatic, strategic & financial management, as also legal and administrative matters of compliance – for the entire MS programme, from the point of view of feminist praxis in education.
- Needs-based networking and advocacy on issues of women's and girls' education and empowerment, with other NGOs, Gos and Government departments.
- Facilitating communication, reporting, relationships & coordination between various stakeholders of the MS programme .
- Informing research, monitoring, evaluation & reporting (both quantitative and qualitative) from a rights-based gender and empowerment perspective, consistently based on MS' experience & in the interests of most-marginalised women.
- Writing, editing & compiling data extensively for purposes of programme documentation, official record etc.
- Extensive travel across States.
- All other work as assigned by the Government.

3. Type of Appointment

The type of appointment will be purely on contract basis. The Consultant will report to National Project Director of Mahila Samakhya through the National Project Office.

4. Accommodation

The consultant needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by the Department.

5. Contract Period

Contract Period would be mentioned by the Department in the Appointment letter.

6. Remuneration and terms of Payment

Negotiable, Suitable remuneration shall be paid as per relevant experience and qualification. The payment would be made on monthly basis as per monthly remuneration (with no DA, HRA, CCA or any other relief) agreed to at the time of appointment.

7. Holidays and Leaves

Consultant would observe the holidays declared by Government of India. Consultant shall accrue 15 days annual leave per year. The annual leave year runs as per English Calendar Month i.e. from 1 January until December each year. Consultant shall plan annual leave in advance and take prior approval for such leave. Leave should only be used as accrued and need to be fully utilized during the year. No unused leave from one year shall be carried forward to next year. At the conclusion of the contract the consultant will not compensated for the unused leave. Consultant shall accrue 10 days sick leave per year. It should be used only as accrued. At the conclusion of the contract, consultant is not compensated for unused sick leave. Any additional absence other than prescribed above, what so ever reason shall be treated as Leave without Pay.

8. Confidentiality of data and documents

The intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for the Department shall remain with the Department. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings information collected for the purpose of this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The consultant shall be bound to hand over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department.

9. Conflict of Interest

The Consultant appointed by the Department, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the Department. The Consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant shall not engage in consulting or other activities that conflict with the interest of the employer under the contract. The guidelines issued by Central Vigilance Commission vide Circular no.08/06/11 dated 24.6.2011 will be applicable to this contract.

10. Termination of Agreement: The Department may terminate a contract to which these terms apply if:

- ⤴ The Consultant is unable to address the assigned works.
- ⤴ Quality of the assigned works is not to the satisfaction of the Department.
- ⤴ The consultant fails in timely achievement of the milestones as finally decided by the Department.
- ⤴ The Consultant is found lacking in honesty and integrity.
- ⤴ The Department reserves the right to terminate the contract by giving one month notice to the Consultant.
- ⤴ The consultant if wants to discontinue his/her engagement is required to give one-month advance notice to the Department

Termination shall be effected by written notice served by either party and shall take effect in one month of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

11. Governing Law

The Contract shall be governed by and construed in accordance with the extant rules/laws of the Govt. of India. For all the disputes/settlements etc only the courts in Delhi would have the jurisdiction.