DEPARTMENT OF SCHOOL EDUCATION, ANDHRA PRADESH, HYDERABAD
NOTIFICATION

Notification No. 942/SSA/AP/A12/2015   Dated: 16.06.2015

In the notification No.942/SSA/AP/A12/2015 dt. 26.3.15, it is informed that the Terms Of References and other information relating to consultants of the 5 categories will be uploaded shortly. A decision is taken to take the services of Consultant in Community Mobilization instead of Gender.

Hence the Terms of References are hereby uploaded.

Last date to submit application: 01.07.2015

To whom to apply:

Address: State Project Director,
SCERT Premises, Sarva Shiksha Abhiyan,
B-Block, Opp: Lal Bahadur Stadium,
Hyderabad, A.P. 500 001

email: admnapssa@gmail.com

Mode of application: Please apply online. A Hard copy with necessary documents to be sent through RPAD/Speed Post Superimposing on the cover the consultancy applied for.

Process of Selection: Shortlisted candidates will be called for interview. Date will be informed in due course.

For details visit:

Website: http://ssa.ap.nic, http://rmsaap.nic.in

1. Application Both soft and hard copies
2. Resume/C.V – Not more than 3-5 pages.
3. A brief description of 2-3 pages explaining how you can contribute to achieve the objectives of School Education Department and programme/Project.

Documents to be enclosed: Hard copies of the documents in proof of their eligibility (Age, academic, Technical, Professional etc.,)

Sd/- K. Sandhya Rani
Commissioner of School Education &
State Project Director, SSA, AP, Hyderabad
SCHOOL EDUCATION
ANDHRA PRADESH: HYDERABAD

TERMS OF REFERENCES

The Composition of TSG will be as indicated in the Table Below. The expected qualifications and experience, Job Description/Roles and Responsibilities, Terms & Conditions of consultancy are discussed for each Consultant in the following sections:

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<td>Consultant</td>
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<td>XIV</td>
<td>Expert in Implementation of Right to Education Act 2009</td>
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General Conditions for all types of consultants

- Age: Shall not exceed 50 years as on 01.07.2015
- Period of consultancy will be for 11 months initially and likely to be extended based on performance and needs of the department.
- The remuneration to be offered for the post will be within the given range, commensurate with the qualification, experience and overall performance in the interview of an individual candidate as per rules inforce.
- Vehicle will be provided
- Ability and willingness to travel extensively.
- Any other works as assigned by the SPD, SSA, A.P. Hyderabad
- The individual shall maintain the confidentiality in all official matters and shall not disclose/share any information with others without the permission of the SPD.
- The individual should be available during all working days of the Government during office hours. In addition he should be available whenever his services are required on holidays/after office hours if required.
Position Code No. X - Consultant at State Level for Out of School Children and Child Labour

(A) **Educational Qualifications:**

Post Graduate Degree in Child Psychology/Social Work or any subject preferably in Education, Social Sciences /Management Studies /Public Administration / Educational Planning & Administration from a recognized University with at least 55% marks in aggregate.

(B) **Key Skills:**

1. Good Knowledge & experience of dealing with issues relating to Out of School Children.
2. Good knowledge of schooling system (Formal & Alternative), Educational Plan and Policy of India including RTE.
3. Data Compilation and Analysis.

**Experience:**

Minimum 10 years of relevant experience in Government Organization/Reputed Private Organization/Institute of Higher Learning/University/Autonomous Bodies and should have worked extensively for formulating and implementation of policies for Out of School Children, Child Labour and Urban Deprived Children.

C. **Job Description:**

1. To guide and support in Planning, Monitoring and Appraisal of Plans for Out of School Children, Specific City Plans for Urban Deprived Children.
2. To guide and support in planning of collection, compilation and analysis of data on Out of School Children, Child Labour and preparation of sound database.
3. Facilitation and Trainings of Workshops on RTE, Child Labour, Migrant Children and Specific Categories of Urban Deprived Children.
4. Support and encouraging advocacy for establishing linkages between School Education and other Developmental Issues, eg., Model Schools, Residential Schools/Hostels, Child Labour, Out of School Children, Children studying in unrecognized Madrasas/Maktabs etc., with rights based approach.
5. To maintain liaison with UNICEF, Department of Labour, Women Development and Child Welfare Department, NCLP, MEPMA and other prominent reputed NGOs, local bodies etc., to formulate policies, implementation of necessary interventions...
for the welfare and educational needs of Out of School Children, Child Labour and Urban Deprived Children.

6. To provide strategic advice on enrollment and retention of Out of School Children in Special Training Centres and impart Special Training for mainstreaming them in regular schools in their age appropriate classes in accordance with the RTE Act, 2009

7. To suggest reforms in the effective administration of the functioning of Urban Residential Schools, Urban Residential Hostels meant for Urban Deprived Children and Special Training centres for Out of School Children.

8. To advocate for reforms in the Child Trafficking and Child Labour Laws and schemes for rescued child labours through engagement of Civil Society Organizations.
Position Code-XI: Consultant at State Level – Digital Learning

A- Educational Qualifications:

- Post Graduate Degree in Computer Science/Information Technology/Master Degree in Computer Application or B. Tech (IT/CS) from a recognized university.

**Key skills:** Content Evaluation, SQL, MS Access & MS-office

1. Degree in Education is preferable
2. The Candidate should have strong analytical skills with thorough working knowledge of computers and information technology.
3. Excellent skills in oral and written English, Telugu & Hindi.

B- Experience Required in Relevant Field:

1. Minimum 3 years relevant (post-qualification) experience in Govt. Organization/reputed Private Organization /PSU/Institute of Higher Learning/University/Autonomous bodies with the following experience:
2. Creating digital learning curriculum for schools
3. Evaluating the level and quality of customization of content with respect to regional context and language

**Areas of Specific Expertise Desired:**

1. Developing Educational programmes for Students, Teachers and Teacher Educators.
2. Experience in developing the curricular material for Digital Literacy/Pedagogy
3. Monitoring and Evaluation of Projects particularly in ICT in Education
4. Design and organize Trainings to stakeholders particularly in Information and Communication Technology applications

C- Job Description:

1. This position works closely with the Director of Curriculum and other curriculum leaders, Head of Teacher Development, Heads of Schools.
2. Will be a member of the Connected Learning Planning Group, a team monitoring and coordinating digital initiatives, ensuring cohesive rollouts and maximizing the impacts on teaching and learning outcomes.
3. Monitor the use of instructional technology to ensure that resources and activities enhance academic content.
4. Participate in the collaborative processes to develop and implement a Digital learning technology plan.
5. Review and recommend procedures and/or actions for the purpose of making decisions for evaluating digital content.
6. Provide a strategic approach to encourage innovative digital pedagogy endeavors to complement existing curriculum.
7. Promote engagement in connectivity and continue to develop the capacity to deliver and participate in virtual class based activities.
8. Developing an evaluation framework for digital content.
10. Guide and support in creating better awareness and development of Digital Literacy among Teachers, Students, Management and Staff Members.
12. Support in accessing various useful web sites across the globe and download the useful materials related to curriculum, pedagogy and assessment.
13. To guide in developing audio and video programmes related to school curriculum and provide audio and video CDs to the schools.
14. Networking with other national and international institutions and individuals for sharing professional ideas and technologies on day today basis.
15. Support and guide in effective usage of social media i.e., Face Book, WhatsApp, Blogs, etc. for exchange as well as sharing of professional ideas among Teachers and Teacher Educators.
16. Networking with international agencies/institutions for exchange of Best Practices in Curriculum, Pedagogy, Assessment and Governance both at School and at various levels in the system.
17. To help and support in developing modules for developing digital literacy and use of online material for professional development of Teachers and improved learning achievement among children.
Position Code – XII: Consultant at State Level – Equity Specialist

A - Educational Qualifications

Post Graduate Degree in Social Science/Humanities/Social Work/Education with 55% marks in aggregate from a recognized University

Specific Educational Qualifications Desirable:

1. M.Phil/P.hil in Education or any discipline
2. Experience at grassroots level in the management and functioning of schools and Educational Research Training/Planning/Teaching organizations,
3. Publications in the area of gender sensitization/gender issues education of focused groups viz., Out of school children, disadvantaged and deprived categories of girls

B – Experience Required in Relevant Field:

1. Minimum 10 years relevant (post qualification) research/teaching/consultancy experience in a Govt. Organisation /University/Institute of higher learning/Reputed NGOs/Autonomous bodies.
2. Analytical skill with excellent knowledge of computers, particularly Ms Office is mandatory.
3. Ability to conceptualize and manage the program at the macro level and ensure its implementation at Micro level.
4. Good interpersonal and communication skills in English and Telugu.
5. Should be sensitive and receptive to the needs of the focused groups.

C- Job Description:

1. To suggest measures for addressing equity issues in order to ensure quality education to girl children, and children from disadvantaged Social Groups like SC, ST, Minorities, etc. in an inclusive manner.
2. To analyze the gender issues, education of girls from dis-advantaged sections i.e., SC, ST, BC, Monitors etc.
3. To support in addressing the discriminatory practices being prevalent in schools/KGBVs and make all schools inclusive in all aspects.
4. To guide and support in planning and undertaking various strategies to specific categories of girl children and to eradicate girl child labour and help promote their education.
5. To facilitate workshops for all stakeholders to sensitize on equity & access to school education for the children from disadvantaged households.
6. To visit KGBVs and suggest the programmes for strengthening the KGBVs.
7. To analyze and study the quality of education programmes being offered to the above groups in the form of special institutions/programmes and suggest measures to improve their learning levels and participation.
8. To support in developing appropriate policies and programmes to improve the education of all disadvantaged social groups.

9. Equity Issues under RMSA such as Activities to improve participation of Girls, SC/ST and minorities etc., in Schools to be taken up, Budget for the activities based on the need of the intervention, Self Defense of Training to Girl Students, Transport facility, retention drive, adolescent education in convergence with AEP, residential camps/summer camps for Girls, interaction with females with social studies like lady inspectors, lady collectors etc., exposure to different carrier options
Position Code No. XIII - Consultant at State Level — Community Mobilization

Community Mobilization is instrumental in strengthening community participation in local decision-making, improves their confidence, enhance the feeling of oneness, paves the way for ownership and sustainability of processes and systems by providing enabling opportunities for School’s asset building and that of the local communities.

In the backdrop of RTE Act, 2009, SSA is mandated to provide quality education on equitable basis to all the children including marginalized sections. In this context, School Management Committees based on the community participation at grass roots level assume immense importance and more efforts are needed to achieve the goal with a focus on improving quality and equality.

A - Educational Qualifications:

- M.Phil/Ph.D in Sociology/Social Work/Psychology from a recognized University or any other relevant academic qualification in Rural Development, Education Development.

B – Experience:

Minimum 7 years relevant (post-qualification) experience in Govt. Organization /reputed Private Organization /PSU/Institute of Higher Learning/University/ Autonomous bodies, especially in the following fields.

- Experience in Community mobilization, preferably in education project with recognized organizations/reputed organizations.
- Strong working knowledge of Educational sector

Language skills

- Proficiency in English, Telugu and fluency in Hindi and strong communication skills with ability to work cooperatively with all stakeholders, especially with the Community.

C -Job Description:

1. To guide and support all the activities related to Community, Community participation, Community involvement and engagement for the better functioning of School system and Educational practices in Schools
2. To identify the training requirements of CMO team and relevant stake holders for the implementation of the Programmes on Community Mobilization.
3. To review the functioning of School Management Committees (SMCs), School Management Development committees (SMDCs) design and support activities
aimed at creating awareness on Educational issues among the Community and to empower and enlighten them to take part in the School functioning through SMCs.

4. To guide and assist the CMO in the formation of School Management Committees and **School Management Development committees**.

5. To organize Workshops and Trainings to SMC/SMDC members at District/ Mandal/Village levels

6. To assist in developing of Handbooks/Modules Training

7. To guide in the selection and training of District Resource Persons and Master Trainers on RTE provisions, Gender and Social Equity, Social Audit and strengthening of SMC/SMDC members.

8. To guide and assist in organizing celebration of Special Days/Weeks like Education day, Children Week etc.,

A - Educational Qualifications

Essential: P.G in Education/ any subject
Desirable: LL.B

B – Experience Required in Relevant Field:

1. Minimum 5 years’ experience in both administrative and academic matters out of which two years should be in dealing with RTE issues.
2. Strong RTE related advocacy experience
3. Experience in implementation of RTE interventions.

C- Job Description:

1. Analyzing gaps in RTE implementation in Andhra Pradesh and advising appropriate strategy and action plan.
2. Brining the best practices in RTE implementation in other states to Andhra Pradesh and developing program of action to take forward the same
3. Conducting of Training of Awareness orientation Programme at State Level/ District Level on implementation and monitoring on RTE Act.
4. Supporting the State Govt.in developing action plan for implementation of 25% seats in Private Schools for children from weaker sections and sensitizing private school management
5. Promote basic objectives of RTE among all stakeholders.
7. Support to develop Information & Communication Technology for implementing of RTE Act.
8. Meetings with concerned Department Officials at district level and mandal level/field visits.
9. Other works as assigned by State Project Director.

Sd/- K.Sandhya Rani
Commissioner of School Education &
State Project Director, SSA, AP, Hyderabad
DEPARTMENT OF SCHOOL EDUCATION, A.P, HYDERABAD.
APPLICATION FOR THE POST OF CONSULTANT IN
TECHNICAL SUPPORT GROUP IN SCHOOL EDUCATION DEPARTMENT

Name of the Consultant post applied for : 

1. Name and designation of the applicant : 

2. Father’s Name : 

3. Date of Birth : 

4. Place of Birth : 

5. Qualifications :
   a) Academic : 
      (Specify the main subjects studied at Bachelor’s Degree and Post Graduation levels)
   b) Professional : 
   c) Technical / Others : 

6. Employment status of applicant : 

7. Name & address of the office / institution where the candidate is presently working with district name : 

8. Particulars of Examinations Passed -10th onwards (separate sheet may be attached. If required) : 

9. If selected, what notice period you required before joining. : 

10. Have you ever been found guilty for any offence under law in the past, if yes, please provide full information : 

11. Length of total service : 

Affix Passport size Photo
12. Whether participated in any Educational Activities?
   If Yes, furnish details:

13. Any contribution for the Education of focus groups i.e., SC, ST, BC, Minorities and Children with Special Needs.
   If Yes, furnish details:

14. Any research papers submitted on Education
   If Yes, furnish details:

15. Permanent Address
   Contact No:
   Email Id:

16. Address for correspondence with Contact No.

17. Whether received any awards? Mention details

18. Experience with NGOs (certificate(s) shall be enclosed

19. Any other information relevant

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge. I further declare that I shall render my services in School Education Department, and I shall abide by the terms and conditions in case I am selected and posted. Otherwise, disciplinary action may be initiated against me as per rules.

Signature of the Applicant

Note: Enclose one additional passport size photo to the application form identical to the photo affixed above.

Encl: C.V, Copies of document academic, professional work experience, Technical, SSC, and other relevant documents.