

Terms of Reference for Project Consultant

Background

Due to various socio-cultural, economic and political complexities, Bihar has earned a reputation as one of the hotspots of child marriage, child labour and trafficking of women and children for the purpose of labour and into sex trade.

Child Marriage is both a protection and rights issue. While communities may see child marriage as a way of protecting children, in real life, this may in all probability lead to more violence.

In this context Unicef in collaboration with WDC will be implementing two year project for prevention of child marriage and empowering adolescent girls and communities in three districts of Bihar viz Gaya, Nawada and Vaishali.

Objectives of the Project

1. To support and facilitate opinion formation against child marriage and build knowledge on steps towards its prevention within the community – children / parents:
 - a. Build opinion against child marriages in unmarried children under the age of 18 years of age and build knowledge on what steps to take to prevent their or their contemporary children's child marriage
 - b. Support and help women organize through the existing forums such as SHGs / Federations for better understanding on early marriage through 'gram warta' and towards fostering group fostering of adolescent girls
 - c. To facilitate community's education on statutory and legal provisions against child marriage
2. Strengthen systems and build capacity of duty bearers in preventing and addressing child marriage - Child Protection Functionaries, Police, Women and Child Development officials, Child Marriage Prohibition Officers, Frontline Health Workers, Child Protection Committees, lower staff of police department on supporting victims of child marriage.
3. Improve responsiveness of the existing state, district mechanisms against child marriage and better implementation of the preventive strategies by forming block and village level CPCs

Purpose of Assignment

Working under the supervision of the Managing Director/ Project Director, WDC Bihar, the 'Consultant' would be expected to undertake the following roles and responsibilities:

- Coordinate and monitor the child marriage prevention project in the three intervention districts of Bihar.
- Ensure collation and documentation of information, disaggregated data relating to child marriage issues.
- Assist the Managing Director/ Project Director in evolving multi-media and public service campaign strategies by providing inputs on the specific domain area.

- Provide support in commissioning agencies for the capacity building and IEC activities.
- Facilitate the process of formulation of State Plan of Action.
- Coordinate with other related departments for institutionalizing training inputs and tracking the progress of related government scheme and programmes.
- Developing the capacity building and mass media plan.
- Organizing Consultation Workshop at various levels.
- To monitor the progress of programme at all three districts.
- To participate and organize monthly meetings at district and state level.
- Liaisoning with district and state level government officials.
- Any other task assigned by the Managing Director/ Project Director.

Eligibility Criteria

Candidate should be well organized, able to work independently, skilled at handling multiple task, able to meet deadlines, work in stressful situation and will to travel extensively around state and India. Other specific qualifications should include at a minimum:

- Post Graduate in social science /rural development.
- A minimum of 5-8 years of experience in managing the program.
- Having potential to do multiple tasking, dealing with complex issues related to government coordination, partner capacity-building and consensus building among stakeholders;
- Demonstrate experience in critically thinking and communicating persuasively on sensitive issues to a wide range of audiences, including corporate, government and media;
- Experience in evaluation and impact assessment
- Fluency in English and Hindi speaking and writing.

Terms of Reference for Assistant Project Consultant

Background

Due to various socio-cultural, economic and political complexities, Bihar has earned a reputation as one of the hotspots of child marriage, child labour and trafficking of women and children for the purpose of labour and into sex trade.

Child Marriage is both a protection and rights issue. While communities may see child marriage as a way of protecting children, in real life, this may in all probability lead to more violence.

In this context Unicef in collaboration with WDC will be implementing two year project for prevention of child marriage and empowering adolescent girls and communities in three districts of Bihar viz Gaya, Nawada and Vaishali.

Objectives of the Project

2. To support and facilitate opinion formation against child marriage and build knowledge on steps towards its prevention within the community – children / parents:
 - a. Build opinion against child marriages in unmarried children under the age of 18 years of age and build knowledge on what steps to take to prevent their or their contemporary children's child marriage
 - b. Support and help women organize through the existing forums such as SHGs / Federations for better understanding on early marriage through 'gram warta' and towards fostering group fostering of adolescent girls
 - c. To facilitate community's education on statutory and legal provisions against child marriage
4. Strengthen systems and build capacity of duty bearers in preventing and addressing child marriage - Child Protection Functionaries, Police, Women and Child Development officials, Child Marriage Prohibition Officers, Frontline Health Workers, Child Protection Committees, lower staff of police department on supporting victims of child marriage.
5. Improve responsiveness of the existing state, district mechanisms against child marriage and better implementation of the preventive strategies by forming block and village level CPCs

Purpose of Assignment

Working under the supervision of the Project Director/ Project Consultant, WDC Bihar, the 'Consultant' would be expected to undertake the following roles and responsibilities:

- To coordinate and monitor the child marriage prevention project in the three intervention districts of Bihar.
- Ensure collation and documentation of information, disaggregated data relating to child marriage issues.
- Assist the Project Consultant/ Project Director in evolving multi-media and public service campaign strategies by providing inputs on the specific domain area.

- Provide support in commissioning agencies for the capacity building and IEC activities.
- Facilitate the process of formulation of State Plan of Action.
- Coordinate with other related departments for institutionalizing training inputs and tracking the progress of related government scheme and programmes.
- Developing the capacity building and mass media plan.
- Organizing Consultation Workshop at various levels.
- To monitor the progress of programme at intervention districts.
- Participate in monthly meeting at block levels
- To organize and participate in review meetings at district and state level.
- Liaisoning with district and state level government officials.
- Any other task assigned by the Project Consultant/ Project Director.

Eligibility Criteria

Candidate should be well organized, able to work independently, skilled at handling multiple task, able to meet deadlines, work in stressful situation and will to travel extensively around the state. Other specific qualifications should include at a minimum:

- Post Graduate in social science/rural development.
- A minimum of 3-5 years of experience in managing the program.
- Having potential to do multiple tasking, dealing with complex issues related to government coordination, partner capacity-building and consensus building among stakeholders;
- Demonstrate experience in critically thinking and communicating persuasively on sensitive issues to a wide range of audiences, including corporate, government and media;
- Experience in data management and analysis.
- Fluency in English and Hindi speaking and writing.

APPLICATION FORMAT FOR HIRING THE SERVICES OF CONSULTANTS

Position Applied For:

1. Name :
2. Father's Name:
3. Date of Birth:
4. Permanent Address:
5. Address For Correspondence:
6. E-Mail :
7. Mobile No. :
8. Educational Qualification:

(Graduate level onwards)

Degree/Diploma Certificate	Year	College/ Institute/University	Subjects	Division/ Marks

9. Experience (reverse chronological order – latest first):

S.N	Name Of Organisation	Designation	Tenure	Responsibility/Assignment	Achievement

10. Language Proficiency

Language	Read	Write	Understand
English			
Hindi			
Any other, please specify			

11. Computer Proficiency:

12. Any other Relevant to position applied for Information that Applicant may like to add (may use separate sheet if required)

13. References :

Name and Designation	Phone No.

Date
Place:

Name:
Signature

Instruction for filling up the application format:

- a. Application not received in the prescribed format shall be subject to rejection.
- b. If required additional sheet on information may be provided along with application form.
- c. Application format filled up and signed should be submitted/mailed in PDF format to support@wdcbihar.org.in
- d. No support documents apart from filled up application form is required to be submitted along with application.
- e. Only shortlisted candidates shall be called for interview/ test.
- f. The list of shortlisted candidates shall be posted on the WDC website.
- g. The required supporting documents/mark sheets/certificates/ID Proof shall be brought during the time of interview/ test in form of photocopy & original.
- h. The original will be returned back immediately after verification.
- i. Any legal dispute shall be subject to Patna jurisdiction.
- j. Any false claims made in the application shall be liable for punitive action.