

**GOVERNMENT OF JHARKHAND
DEPARTMENT OF WOMEN, CHILD DEVELOPMENT AND SOCIAL SECURITY
JHARKHAND WOMEN DEVELOPMENT SOCIETY**

TEJASWINI – SOCIOECONOMIC EMPOWERMENT OF ADOLESCENT GIRLS AND YOUNG WOMEN PROJECT

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TERMS OF REFERENCE FOR CONTRACTUAL ENGAGEMENT

Position: Master Trainer (Bridge Education cum Life Skills)

1. BASIC DETAILS:

Duty Station :	District Resource Implementation Unit (DRIU) in 1 district of Jharkhand, Chatra
Language Required:	Fluency in written and spoken Hindi and English. Knowledge of local language would be an added advantage.
Duration of Contract:	One year (Renewable upon satisfactory performance)
Reporting Officer:	District Coordinator
Age Limit:	23-35 years

2. BACKGROUND :

Jharkhand Women Development Society (JWDS) is an autonomous society set up by the Government of Jharkhand with the broad objective to implement and manage state-level women's development programs run by the Department of Women, Child Development and Social Security (DWCDSS), and/or other departments of the Govt. of Jharkhand. Its main vision is to protect and promote the rights of women and adolescent girls by ensuring their care, protection, development and socio-economic empowerment through various policies and programs.

With the support of the World Bank, DWCDSS is implementing a Project titled '*Tejaswini- Socio-economic Empowerment of Adolescent Girls & Young Women*' in the state of Jharkhand. The Project aims to improve completion of secondary education and access to market-driven skills training for Adolescent Girls and Young Women in selected districts of Jharkhand. The Project will support DWCDSS in institutional system strengthening; improving access to appropriate social networks, educational and employment opportunities and facilitate innovation in intensive service delivery & coverage. JWDS is the implementing agency from the department for the Tejaswini Project.

JWDS intends to set-up implementation units at district level as District Resource Implementation Unit (DRIU) for implementation and supervision. These units are responsible for facilitating

community level activities of Adolescent Girls and Young Women groups (AGYWs), identification, training and management of Youth Facilitators, coordination with education and skills providers, among others. DRIU works under the guidance and supervision of state level unit of the JWDS.

Under the DRIU, JWDS now intends to engage **one (1) Master Trainer (Bridge Education cum Life Skills)** for DRIU, Chatra. S/he will be responsible for delivery of bridge education and life skills training program for the project at the district level.

3. OBJECTIVES AND SCOPE:

Master Trainer (Bridge Education cum Life Skills) will be responsible for implementation of bridge education program and life skills training program activities under Tejaswini project at district level S/he will provide training and handholding support the Youth Facilitators and Peer Leaders to deliver (training) the life skills education curriculum at district & block level and enrolment of school drop-out AGYW in bridge education program. Specifically, the incumbent will:

- (a) Provide bridge education and life skills training to Youth Facilitators and Peer Leaders to deliver the life skills education curriculum
- (b) Provide mentoring support to Youth Facilitators in planning and executing life skills training sessions at club level.
- (c) Support Youth Facilitators in planning and executing life skills training sessions at community level
- (d) Submit periodic life skills training reports and data input regarding trained beneficiaries in the Program MIS
- (e) Coordinate with the line departments and allied agencies for bridge education and life skill training under Tejaswini project
- (f) Monitor the trainings sessions and capacity building activities at district, block and cluster level. Linking AGYW to other livelihood and employment schemes of government after completion of skill trainings and bridge education program under Tejaswini project
- (g) Monitor project's training and capacity building performance at block and cluster level
- (h) Coordinate with respective Block Resource Implementation Units (BRIU) to ensure implementation of related community level interventions by corresponding NGO service provider/s and other service providers.
- (i) Assess quality of the training programs and action taken for improvement.
- (j) Conduct post training performance assessment of the youth facilitators.

(k) Facilitate basic counselling to AGYW and help them gain information and access to services, programs, and training that fit their individual circumstances and aspirations in coordination with NGOs and service providers.

(l) Report compilation and monthly updation of training data in the Program MIS.

4. REPORTING AND REVIEW :

Master Trainer (Bridge Education cum Life Skills) will work under direct supervision of District Social Welfare Officer (DSWO) at district level and will report to District Coordinator, State Program Implementation Unit (SPIU) on day-to-day basis.

5. EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- a) Post graduate degree in Rural Management/ Social Work/ Rural Development/ Psychology / Public Administration/ Economics/ Sociology/ Public Health/ Social Development or in any equivalent qualification
- b) At least 2 years of experience as Life Skill Trainer / Bridge Educator/ Trainer / Master Trainer in social or rural development.
- c) Proficiency in effectively using computer applications MS- Office and Internet is essential.

6. SKILLS REQUIRED :

- a) Willingness to travel to field sites is essential.
- b) Ability to work with a field team effectively.
- c) Good communication, liaising and organizational skills.
- d) Must have good writing skills as documentation is a requirement for this position.
- e) Experience of linking community based groups with banks, market linkage or with other institutions
- f) Must have good presentation skills.

7. REMUNERATION:

The remuneration for incumbent would be **Rs. 30,700/ (Thirty Thousand and Seven Hundred only) –per month** inclusive of all. Only travel expenses will be paid as per actual. She/he will be located at the DRIU office in Chatra district of Jharkhand. The position requires extensive travel to district/block/village levels within the district as per project requirements.

8. APPLICATION PROCEDURE

Interested candidates who fulfil the required educational qualification and relevant experience may submit the application in the prescribed Application Form. The initial period of the contract shall be for one year with the possibility of further extension subject to the performance of selected candidate, availability of funds and requirement of the Tejaswini Project.

The duly filled application in the prescribed Application Form along with all requisite supporting documents should be sent to:

Project Director, Jharkhand Women Development Society,

**1st Floor, Engineers' Hostel - II,
Sector – III, Dhurwa, Ranchi – 834004, Jharkhand**

LAST DATE FOR THE SUBMISSION OF APPLICATIONS IS 27/08/2018 by 5:00 PM.