RTE/DCPCR/2021-22/418 /4494

Public Notice

Date: 12.07.2021

The Commission invites applications for Project Management Unit (PMU) for its Government of NCT of Delhi's flagship community engagement programme of schools run by it. Details are as follows:

About DCPCR: Delhi Commission For Protection of Child Rights (DCPCR) has been constituted under Commission for Protection of Child Rights Act 2005 as the statutory watchdog.

Context: There has been considerable empirical evidence establishing correlation and causation between parental involvement and children's learning outcomes as well as social and emotional well-being. There are nearly 16 lakh children studying in Government of Delhi's schools. Involving their parents is, therefore, critical to transform schools and bridge the gap between the schools and the community.

Hence, Directorate of Education (DoE), Government of NCT of Delhi has launched its flagship programme to improve parental engagement in the schools and their children's academic lives. The Directorate is creating a cadre of volunteer parental champions for every 50 parents whose children study in schools run by Government Schools. There are going to be nearly 20,000-25,000 parental champions each mapped to 50 parents each. DCPCR and DoE have collaborated to set up Project Management Unit (PMU) at DCPCR to manage the project and is inviting applications for different positions to support the Project Management Unit. The positions and their details are as follows:

Composition of PMU: The PMU will comprise of following:
1. Senior Consultant (Project Lead)
2. Two Data Consultants (Data Analysts)
3. Three Consultants

Eligibility Criteria:

S.No	Position	Education Qualification Eligibility	Experience Eligibility	Remuneration* (per month)
1	Senior Consultant (Project Lead)	Bachelor's Degree in any discipline from a recognised university	8 years of work experience along with Masters degree or diploma OR 10 years of work experience with Bachelors degree	Rs. 90,000/-
2	Data Consultants (Data Analysts)	A graduate degree in Mathematics, Statistics, Data Analytics/ Science, Engineering, technology, computational mathematics or any other data analysis related field	5 Years	Rs. 1,20,000/-
3	Consultants	Bachelor's Degree in any discipline from a recognised university	3 Years	Rs. 45,000/-

Notes:
1. Professional degrees of 5 years or equivalent shall be considered equivalent to Masters degree

2. Candidates with Masters Degree or Diploma in Public Policy, Public Administration, Education Policy, Technology, Computational Mathematics, Engineering, Data Analytics will be preferred

3. All engagements are full-time and the selected candidates cannot take any other assignment from any other institution or freelance.

4. All candidates are expected to join immediately and in extraordinary cases permission may be granted for a maximum of 30 days from the date of announcement of results failing which the offer shall stand withdrawn.

5. All full-time experiences will be counted including internships and volunteering. Please note only the full-time experiences will be counted.

6. All salaries are consolidated and no other allowances are admissible. Official travels, if any, shall be reimbursed as per the prevailing policy of the Commission.

Office: All consultants shall be based out of DCPCR's office or any other DCPCR so designates. Remote work except under extraordinary circumstances imposed by Covid-19 lockdown shall not be permitted.

Roles and Responsibilities:

S.No	Position	Roles & Responsibilities
1	Senior Consultant (Project Lead)	**A. Project management** 1. Coordinating and communicating with the entire Project Management Unit) (PMU)and other team members for effective management of the project. 2. Develop strategies for effective implementation 3. Ensure all stakeholders adhere to the time limits and achieve the desired quality of the work. 4. Liaison among different stakeholders and ensure all operate in a cohesive manner 5. Monitor project trends and take corrective steps to ensure effective outcomes. 6. Follow up with team members to ensure time bound achievements of outcomes. **B. Monitoring & Evaluation of the project** 1) Develop a detailed plan to monitor and track the progress of the project 2) To collect and analysis of information about project

		3) Develop a mechanism to measure the performance of the project 4) Conduct gap analysis and plan accordingly to increase the effectiveness of the project. 5) Prepare concise reports to brief the Program Management Unit regarding any bright spots and/ or concerns related to the program. C. **Data Analysis & Presentation:** 1. Collation of project related data from Project Managers and other team members. 2. Preparing reports and giving presentations to increase effectiveness of the project. 3. Plan and operationalize any measures needed to improve the efficacy of project delivery. **Desired Skills** ● Stakeholder management ● Data Analytics knowledge ● Excellent organizational and leadership quality ● Strong communication skill in Hindi & English (Verbal & written) ● Comfort with advanced powerpoint presentation, excel and word. ● Strong drafting and documentation skills
2	Consultants	A. **Project management:** 1. Develop strategies for effective implementation 2. Liaison among different stakeholders and ensure all operate in a cohesive manner 3. Monitor projects and take corrective steps to ensure effective outcomes. 4. Timely follow up of project B. **Conduct situational and data analysis:** 1. To conduct data analysis to identify and understand an issue. 2. Collation of project related data from Project Managers and other team members.

		3. Preparing reports and giving presentations to increase effectiveness of the project **C. Monitoring & evaluation:** 1. Develop a detailed plan to monitor and track the progress of the project 2. Develop a mechanism to measure the performance of the project 3. Conduct gap analysis and plan accordingly to increase the effectiveness of the project. 4. Prepare concise reports to brief the Program Management Unit regarding any bright spots and/ or concerns related to the program. **D. Desired Skills:** 1. Data Analytics knowledge 2. Leadership skill 3. Good verbal and written communication skills 4. Good computer skills (MS Office suite- MS Word, MS Excel, Power-point etc)
3	Data Consultant (Data Analyst)	**Roles & Responsibilities:** ● Collecting and interpreting data ● Analyzing results ● Reporting back to the relevant person of the project ● Identifying patterns and trends in data sets ● Working alongside teams within the project to establish projects needs ● Defining new data collection and analysis processes

Tenure/Length of Engagement: All positions shall be for a period of six months extendable by another six months based on performance reviews and continuance of the project.

Apply: Candidates may apply by clicking on the relevant Google form. Please note in case a candidate is applying for multiple positions, then the candidate must fill the corresponding application form.

1. Senior Consultant/Consultant: https://tinyurl.com/359a6xs4
2. Data Consultants: https://tinyurl.com/7rccrbp6

Deadline: All candidates must submit their application on or before 28.07.2021, 11:59pm. Please note that no late application shall be accepted. No queries or requests shall be entertained in this regard.

Note: All candidates are advised to regularly check DCPCR websites. No requests shall be entertained for candidates missing out on updates for lack of checking the websites.

Rakesh Bhatnagar
Member-Secretary, DCPCR