

**Proposal for the formulation of a Project Management Team for SMILE(Support for Marginalized Individuals for Livelihood and Enterprises) scheme**

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The Ministry of Social Justice and Empowerment has formulated an umbrella scheme “SMILE - Support for Marginalized Individuals for Livelihood and Enterprise”, which includes two sub-schemes - ‘Central Sector Scheme for Comprehensive Rehabilitation for Welfare of Transgender Persons’ and ‘Central Sector Scheme for Comprehensive Rehabilitation of persons engaged in the act of Begging’. This umbrella scheme would cover several comprehensive measures including welfare measures for both transgender persons and persons who are engaged in the act of begging with focus extensively on rehabilitation, provision of medical facilities, counseling, education, skill development, economic linkages etc. with the support of State Governments/UTs/Local Urban Bodies, Voluntary Organizations, Community Based Organizations (CBOs) and institutions and others.

It is proposed that a project management team shall be constituted for the smooth and effective implementation of the scheme consisting of a National Coordinator and two consultants. The team shall be stationed at Ministry of Social Justice & Empowerment who would report directly to the Joint Secretary (Social Defence), Ministry of Social Justice & Empowerment.

<b>Post</b>	<b>Vacancies</b>
<b>National Coordinator</b>	01
<b>Consultant</b>	02

**2. Application Procedure**

The mode of submission for the post is through Google form wherein the applicant shall submit the requisite application along with the following documents.

- i. Letter of cover outlining motivation, applicants experience and how your experience, skills, qualifications and professional network that fit the required job description. (No longer than 2 pages)
- ii. Curriculum vitae or Résumé with full details of qualifications, description of activities and experience, and achievements.

- iii. Additional supporting documents (eg. Certificates of educational qualifications and any other certificate relevant to the job post)
- iv. Contact details including mobile numbers of three (3) professional references

For more information about the scope of work, essential qualifications for the post, applicants are advised to go through the **Terms of Reference for both the posts.**

### 3. Period of Application

The complete application in all respects shall be submitted on a Google form on or before 30<sup>th</sup> September 2021 by 5.00 P.M.

### 4. Evaluation Criteria

	Description	Weightage
<b>A</b>	Experience of 5 years (National Coordinator) and 3 years (Consultant) professional working experience with project management, Social development or relevant field. The applicant who is not from Government background should have 5 years of field experience in social sector.	<b>30</b>
<b>B</b>	Working knowledge of modalities for project development, implementation and management in Govt system	<b>20</b>
<b>C</b>	Proven ability of leading large scale projects in social sector	<b>50</b>

### 5. Disclaimer

Notwithstanding anything contained in this document, the Ministry reserves the right to accept or reject any request/proposal, or to annul the process or reject all requests/proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof. If selected, a panel interview would be conducted by the selection committee (constituted for the purpose) of the shortlisted candidates; they may also be asked to make a presentation at a short notice. The Ministry also reserves the right to include any other item in the scope of work at any time after consultation with applicants or otherwise.

The application is liable to be rejected if received after the expiry of due date and time. For any queries related to the vacancy, you may contact '

Shri Shantanu Dixit, Assistant Director, DP Division, MoSJ&E.

**Vacancy of National Coordinator under SMILE (Support for Marginalized Individuals for Livelihood and Enterprises)- Terms of Reference.**

**6.1. Nature of Appointment**

The National Coordinator shall be engaged purely on contract basis for the next 2 years for successful execution of the work so assigned and extendable only if found capable depending on work performance and mutual agreement and subject to review on completion of one year.

**6.2. Qualification**

- i. Retired government officers with a background of working in Social sector for minimum 5 years' experience are also eligible to apply.
- ii. The applicants who are not from Government background should have 5 years of experience in the relevant field of social sector
- iii. Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level), partners or donors in at least three (3) previous assignments Professional Experience and Competencies

**6.3 Responsibilities of the National Coordinator**

**6.3.1 Support the Ministry of Social Justice & Empowerment (MoSJ&E) at National Level including:**

- i. Draft a results-oriented work plan at the country level in close coordination with the MoSJ&E and in consultation with key identified partners.
- ii. Identify key activities to enhance the policy environment for Transgender Persons and persons involved in beggary at the country level and develop work plans for organizing these key activities.
- iii. Support implementation of the work plan by following up with relevant stakeholders at the country level.

### **6.3.2 Support Project Documentation including:**

- i. Coordinate and report progress on the project at the country-level, including a final progress report on the implementation of the work plan.
- ii. Support preparation of documents for meetings and consultations such as presentations, talking briefs, concept notes as needed by the implementing agency.
- iii. Support and work in close coordination with the consultant(s) for the Project and taking regular meetings and reports from them on the work conducted and goal achieved.
- iv. To make proper documentation (physical documents/soft copies) of the project and developments under the project.

### **6.3.3 Coordination/Liaison of activities**

- i. Support the lead implementing Ministry in facilitating the intergovernmental mechanism as well as facilitating any other key meetings and consultations as required by the Project at the country level.
- ii. Hold meetings and events and ensure clear reporting of recommendations and action points.
- iii. Share information on upcoming events, visits and strategic meetings with stakeholders and target groups in a timely and effective manner.
- iv. Assist in the development and implementation of an online media strategy based on formative research/rapid communications, needs assessment of various stakeholders, along with a corresponding action plan to address project activities.
- v. To implement the SMILE project allover India in collaboration with various like-minded institutions and concerned State Governments/ UTs/Local Urban Bodies, Voluntary Organizations, Community Based Organizations (CBOs), institutions and others;
- vi. Anticipate the requirements and converge the resources to accomplish the ultimate goal of the project;
- vii. Liaison with senior officers of the Government / Ministry, NGOs including liaison with the resource persons, public and private sector stakeholders for effective implementation of the Scheme across all States / UTs.
- viii. Develop presentations, training modules/materials, flyers etc. as

per the requirement of the project;

#### 6.3.4 Scope of the Work

- i. Implementation of all the components of SMILE through the eligible agencies, stakeholders in an efficient manner so that goals are achieved.
- ii. Report the progress of the project to the Ministry of Social Justice & Empowerment on a regular basis;
- iii. Inviting the proposals from the State Governments/UTs/Local Urban Bodies, Voluntary Organizations, Community Based Organizations (CBOs) and institutions and others;
- iv. Examine and scrutinize the proposals based on the approved criteria;
- v. Sanctioning of the project after due scrutiny to the proposals so received after due approval of the competent authority;
- vi. Assist and supply enough inputs to the collaborative agencies for effective delivery of services under the project;
- vii. **Inception report:** Outlining details of activities with proposed methodology and timeline/ delivery dates. The inception report should also include the outline for evaluation and monitoring of the scheme.
- viii. Monitor all the components of the scheme frequently and confirm that the project is implemented properly; Devise mechanism for monitoring of the project, impact and development of resource material in States / UTs.
- ix. Ensure that the benefits of the project are reaching to the target groups as per the objective of the scheme;
- x. Facilitate the collaborative organizations for timely submission of utilization certificate, detailed report, photographs, list of beneficiaries, etc.;
- xi. Create the indicators and measurement tools for demonstrated efficacy the entire project along with S.W.O.T analysis to identify and resolve issues.
- xii. Evaluate/assess the progress and impact analysis of each collaborative agency.
- xiii. Any other task assigned by the competent authority from time to time.

#### 6.4. Remuneration

The candidate shall be provided a fixed consolidated remuneration of Rs.1,00,000/- per month. Nothing extra shall be paid for any reason/purpose e.g. HRA/Telephone/Transport etc. except for travelling outside Delhi for State/UT/District visits.

The TA/DA would be matching that of Under Secretary, Government of India.

Remuneration for retired government officers shall be according to DoPT's guidelines, "A fixed monthly amount shall be admissible, arrived by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.

**6.6 Reporting:** The National Coordinator shall report to the Joint Secretary (Social Defence), Ministry of Social Justice & Empowerment, Government of India.

### **6.7 Core Competencies**

- i. Demonstrated evidence of working in the social sector especially for the welfare of Transgender Persons and persons involved in the act of beggary.
- ii. **Communication skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders. This includes effective negotiation and representation skills.
- iii. **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- iv. **Time Management:** able to work under pressure, prioritise and work within tight and multiple deadlines.
- v. **Motivation/self-reliance:** works independently with minimal supervision; consistently approaches work with energy and a positive, constructive attitude.
- vi. Ability and willingness to travel within India

### **6.8 Confidentiality**

The National Coordinator is required to respect strict confidentiality vis-à-

vis third parties, for any information relating to the assignment or collected on its occasion (no reproduction / dissemination reports or documents is allowed). Failure to comply with this clause will result in immediate termination of the assignment. This strict confidentiality remains the rule, without limitation, after the end of the assignment.

## **Vacancy of Consultant under SMILE (Support for Marginalized Individuals for Livelihood and Enterprises) - Terms of Reference**

### **7.1. Nature of Appointment**

The Consultant shall be engaged purely on contract basis for the next 2 years for successful execution of the work so assigned and extendable only if found capable depending on work performance and mutual agreement and subject to review on completion of one year.

### **7.2. Essential Qualification**

- i. An Individual with Masters, preferably in the field of Social Work, Social Sciences, MBA, Project Management or a relevant field directly related to Social Development sector.
- ii. Retired government officers with a background of working in Social sector for minimum 3 years' experience are also eligible to apply.
- iii. 3 years professional working experience with project management, Social development.
- iv. The applicant who is not from Government background should have 3 years of experience in the relevant field of social sector.
- v. Full command of the English language with prior experience and proven capacity for oral and written communication in the production of technical and strategic documents and public messaging.
- vi. Working knowledge of multilateral agencies and other social development institutions, such as the United Nations, International NGO's, Governmental Agencies, Institutions etc. Due to the time sensitivity and the need for immediate start up, candidates who currently reside in India will be given priority.

- vii.Relevant research work experience in the field of Transgender Persons welfare and persons involved in the beggary.
- viii.Proficiency in the use of Microsoft Office and other information technology system.

### **7.3. Responsibilities of the Consultants**

#### **Support the Ministry of Social Justice & Empowerment (MoSJ&E) at National Level including:**

- i. Draft a results-oriented work plan at the country level under the close supervision of National Coordinator and Ministry of Social Justice & Empowerment.
- ii. Identify key activities to enhance the policy environment for Transgender Persons and persons involved in beggary at the country level and develop work plans for organizing these key activities.
- iii.Support implementation of the work plan by following up with relevant stakeholders as prescribed by the National Coordinator.
- iv.The Consultants will provide their support to National Coordinator in each work towards effective implementation the project.

#### **7.4. Support Project Documentation including:**

- i. Coordinate and report progress on the project at the country-level, including a final progress report on the implementation of the work plan.
- ii. Support preparation of documents for meetings and consultations such as presentations, talking briefs, concept notes as needed by the implementing agency.
- iii.To make proper documentation (physical documents/soft copies) of the project and developments under the project.

#### **7.5. Coordination/Liaison of activities**

- i. Support the lead implementing ministry in facilitating the intergovernmental mechanism as well as facilitating any other key meetings and consultations as required by the Project at the state/district/country level.

- ii. Hold meetings and events and ensure clear reporting of recommendations and action points.
- iii. Share information on upcoming events, visits and strategic meetings with stakeholders and target groups in a timely and effective manner.
- iv. Assist in the development and implementation of an online media strategy based on formative research/rapid communications, needs assessment of various stakeholders, along with a corresponding action plan to address project activities.
- v. To implement the SMILE project all over India in collaboration with various like-minded institutions and concerned State Governments/UTs/Local Urban Bodies, Voluntary Organizations, Community Based Organizations (CBOs), institutions and others;
- vi. Anticipate the requirements and converge the resources to accomplish the ultimate goal of the project;
- vii. Liaison with senior officers of the Government / Ministry, NGOs including liaison with the resource persons, public and private sector stakeholders for effective implementation of the Scheme across all States / UTs.
- viii. Develop presentations, training modules/materials, flyers etc. as per the requirement of the project;

#### **7.6. Scope of the work**

- To assist National Coordinator in implementing the SMILE project all over India in collaboration with collaborative agencies;
- To provide support and assist National Coordinator in inviting, examining, scrutinizing, and sanctioning the proposals based on the approved criteria;
- To assist in facilitating the collaborative organizations for timely submission of Utilization Certificate, Report, and relevant documents;
- To compile and prepare draft report for submitting to the Ministry and NISD on monthly basis;
- To compile and create a database of success stories of the project on regular basis.
- To provide assistance to the collaborative agencies in implementing the project effectively.

- To conduct regular field visits to the States implementing the SMILE Project for monitoring and capacity building;
- To assist in identify and resolve the bottlenecks, issues and challenges, if any while implementing the project;
- To prepare monthly data and Report related to the project and assist in documentation (physical documents/soft copies) of the project;
- To assist National Coordinator in evaluation/assessing the progress and impact analysis of each collaborative agency;
- To assist in coordinate and liaison with the concern Central/ State departments, NGOs/INGOs;
- To maintain list of resource persons, experts, public and private sector stakeholders.
- To regularly report the National Coordinator on the progress of the collaborative agencies;
- To assist in developing presentations, modules, training materials, flyers etc. whenever required;
- To organize capacity building trainings with different stakeholders on regular basis for effective implementation of the project;
- To conduct interaction meetings with the beneficiaries to know the progress of the project;
- Any other work assign by the competent authority from time to time.

**7.7 Reporting:** The Consultant shall report to the National Coordinator and Joint Secretary (Social Defence) and to the Ministry of Social Justice & Empowerment.

**7.8. Core Competencies**

i. Demonstrated evidence of working in the social sector especially for the welfare of Transgender Persons and persons involved in the act of beggary.

ii. **Communication skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders. This includes effective negotiation and representation skills.

iii. **Integrity:** Works with trustworthiness and integrity and has a clear commitment to Ministry of Social justice &

Empowerment core values and principles

- iv. **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner.
- v. **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- vi. **Knowledge and skills:** knowledge of policies and procedures. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- vii. **Analytical Skills:** Ability to utilise analytical, statistical and MS office tools (project management, research etc.)
- viii. **Research & Writing Skills:** able to plan and execute situation and needs analysis (questionnaires, surveys etc.)
- ix. **Flexibility:** able to multi-task and work on concurrent projects.
- x. **Time Management:** able to work under pressure, prioritise and work within tight and multiple deadlines.
- xi. **Motivation/self-reliance:** works independently with minimal supervision; consistently approaches work with energy and a positive, constructive attitude.
- xii. Ability and willingness to travel within India

## 7.9. Remuneration

The candidate shall be provided a fixed consolidated remuneration of Rs. 50,000/- per month. Nothing extra shall be paid for any reason/purpose e.g. HRA/Telephone/Transport etc. except for traveling outside Delhi for State/UT/District visits.

The TA/DA would be matching that of Under Secretary, Government of India.

Remuneration for retired government officers shall be according to DoPT's guidelines, "A fixed monthly amount shall be admissible, arrived by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.

#### **7.10. Confidentiality**

The Consultant is required to respect strict confidentiality vis-à-vis third parties, for any information relating to the assignment or collected on its occasion (no reproduction / dissemination reports or documents is allowed). Failure to comply with this clause will result in immediate termination of the assignment. This strict confidentiality remains the rule, without limitation, after the end of the assignment.

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**Submission of application:** Interested candidate may submit their application on below mentioned link till 30.09.2021

<https://forms.gle/YvX1kmbGMUPJjXVW9>