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Position: State Consultant for Education Planning and EMIS

Employing Agency (Employer): Inductus Limited

Duration of the contract: Initial contract will be issued till 31st May 2025 from the date of joining (further extendable subject to consultant's good performance and funding).

Remuneration: Gross compensation budgeted for the position is attractive. Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history. **(Current and Expected professional fee to be quoted on portal www.inductusjobs.com/un)**

No. of Vacancy: 1 (ONE)

Duty Station: Kolkata, West Bengal

Reporting Line:

1. Administrative Supervision- Inductus Limited
2. Technical Supervisors: Education Specialist

Last Date for Application: 7th March, 2025 (Mid Night)

TERMS OF REFERENCE (TOR)

1. BACKGROUND/RATIONALE:

Education is a fundamental human right and a cornerstone for sustainable development. Recognized in international human rights instruments such as the Convention on Economic, Social, and Cultural Rights (CESCR), the Convention on the Rights of the Child (CRC), and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), education underpins economic growth, gender equality, and societal progress. Yet, significant challenges persist, particularly in ensuring equitable access, inclusivity, and quality education. Strengthened education planning and robust Management Information Systems (MIS) are critical for overcoming these barriers and driving systemic changes towards education sector's improvements.

In India, the 2023-2027 UN Organization-Government of India Country Programme identifies education as a key driver for equity, inclusion, and empowerment. The education outcome emphasizes that by 2027, all children, including adolescents—especially the most marginalized—will have equitable access to quality, gender-responsive learning and skilling opportunities in safe and inclusive environments. Aligned with these priorities, the Education Programme in UN Organization West Bengal seeks to engage an individual

consultant to support education system strengthening through evidence-based planning, enhanced MIS frameworks, and data management innovations. This consultancy will play a pivotal role in ensuring data-driven decision-making and improved implementation strategies, contributing to the achievement of key educational outcomes in the state. The consultant will also support in strengthening the Learning Management Systems (LMS) of the Education sector and department.

2. PURPOSE OF ASSIGNMENT:

The purpose of this consultancy assignment is to provide technical support, both at the State and the Districts level to:

- Strengthening Education MIS.
- Analysis and tracking of data regarding Right to Education (RTE) compliance, out of school children and drop out of children.
- Capacity building of educational functionaries in effective utilization of data.
- Data analytical support to education unit for evidence-based advocacy, planning, programming and monitoring on critical indicators of education and SDG-4.
- Develop digital apps for strengthening school education systems and Early Childhood Care and Education (ECCE).
- Roll-out planning and monitoring of the Learning Management Systems (LMS) in coordinating with the Education department.
- Document good practices across the state.
- Monitor and report on trend analysis/situation of education.
- Generation of regular and quality reports on Education in coordination with partners, district representatives.
- Facilitate the usage of materials, resources pertaining to education issues.

3. PROGRAMME AREA AND SPECIFIC PROJECT AREA: EDUCATION

Outcome-3: By 2027, children including adolescents, especially the most vulnerable, have equitable access to and participate in quality gender-responsive learning and skilling opportunities within a safe inclusive learning environment.

Output-301: By 2027, Government and partners have increased capacity to implement and monitor evidence-based plans and policies including school safety and emergency preparedness measures to deliver quality inclusive gender-responsive education.

4. OBJECTIVE/S: THE SPECIFIC ROLE OF THE CONSULTANT IS:

- Technical assistance to the School Education Department (SED) in the implementation and strengthening of the Education Management Information System (EMIS).
- Facilitate effective data utilization by SED, Integrated Child Development Scheme (ICDS), and technical agencies through capacity building and strategic guidance.
- Conduct detailed analyses of EMIS data, including student database information, on selected educational indicators across various themes and administrative levels to inform planning and policy development.

- Enhance the technical capacity of education functionaries at all levels to effectively use data for planning, decision-making, and improving the quality and coverage of educational services.
- Monitor the implementation of educational interventions across schools managed by various departments and provide timely feedback for course correction and improvement.
- Assist in developing and operationalizing a comprehensive strategy for rolling out and strengthening Learning Management System (LMS) platforms across the state.

5. MAJOR TASKS TO BE ACCOMPLISHED

A. Planning, implementation support and co-ordination:

- Technical assistance to the SED and partners for implementation of planned activities within timelines.
- Conduct a detailed desk review of district annual work plans focused on quality education interventions. Identify the training needs of teachers and facilitators.
- Support in the analysis of supportive supervision data.
- Use the data related supportive supervision for better planning.

B. Capacity-building:

- Technical support in conducting training on data management for education across departments of SED, Tribal Development Department (TDD) and Minority affairs.
- Support developing packages on gender responsive parenting and provide training
- Conduct orientation of teachers and students on career guidance including use of career portal, setting up career hubs and career fairs.

C. Documentation, Reporting, & Monitoring:

- Document learnings and good practices
- Facilitate collation of data from various partners/ sources to support preparation of reports
- Support preparation of monthly reports/good practices/highlights

6. DELIVERABLES AND DEADLINES

Specific service / outputs to be delivered at a specific time as per stated objectives and performance / quality requirements. Must include capacity building deliverables.

Sl.	Major Task	Deliverable	Specific delivery date	Estimated travel days
1	Planning, implementation support and co-ordination: <ul style="list-style-type: none"> • Provide technical assistance to the 	<ul style="list-style-type: none"> • A capacity-building plan for the Management Information System (MIS), outlining training objectives, methodologies, and a roadmap for skill enhancement. • Report on the career portal app 	February 2025	

Sl.	Major Task	Deliverable	Specific delivery date	Estimated travel days
	partners for implementation of planned activities within timelines.	being promoted by MoE.		
	<ul style="list-style-type: none"> Conduct a detailed desk review of district annual work plans focused on quality education interventions. Identify the training needs of teachers and facilitators. 	<ul style="list-style-type: none"> Presentations (ppt) of the AWPB of PBSSM. 	March 2025	
	<ul style="list-style-type: none"> Support in the analysis of supportive supervision data. 	<ul style="list-style-type: none"> Report on capacity building workshops on Data Management for MIS teams at SED 	April 2025	
	<ul style="list-style-type: none"> Use the data related supportive supervision for better planning. 	<ul style="list-style-type: none"> Quarterly Progress Report on work done around data management and policy. Data management and training calendar for Tribal Development Department (TDD) developed 	May 2025	
		<ul style="list-style-type: none"> Monitoring framework for FLN programme (travel 4 days) Monitoring Report on Parenting Support programme & ECCE Day (4 days) 	June 2025	
		<ul style="list-style-type: none"> Monitoring tools and the Analytical Report based on the data collected from exemplary schools. A detailed report on the analyses of Career Portal data to monitor its performance and impact and submit detailed reports. 	July 2025	4 days
		<ul style="list-style-type: none"> Prepare a detailed note on the Learning Management System (LMS), including its design, implementation strategy, and rollout plan by the State Education Department (SED). 	August 2025	4 days
	Capacity-building: <ul style="list-style-type: none"> Technical support in conducting training 	<ul style="list-style-type: none"> Identify and compile a set of good practices, human interest stories, and lessons learned, highlighting key insights and impactful experiences. 		

Sl.	Major Task	Deliverable	Specific delivery date	Estimated travel days
2	<ul style="list-style-type: none"> on data management for education across departments of SED, Tribal Development Department (TDD) and Minority affairs. Support developing packages on gender responsive parenting and provide training Conduct orientation of teachers and students on career guidance including use of career portal, setting up career hubs and career fairs. 	<ul style="list-style-type: none"> Analyze ASER data to identify key insights and trends and prepare a detailed presentation or note for submission. 	September 2025	
		<ul style="list-style-type: none"> Prepare and submit detailed Quarterly Progress Reports outlining key activities, achievements, and recommendations. 	October 2025	
		<ul style="list-style-type: none"> Facilitate capacity-building workshops for staff at Bikash Bhawan, focusing on enhancing skills in data management practices. 	November 2025	2 days
		<ul style="list-style-type: none"> Analyze data from the Child Register and prepare a comprehensive report or presentation detailing key findings and recommendations. 	December 2025	

7. DUTY STATION:

Kolkata and travel to districts as and when required, with prior approval.

8. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Travel to selected districts across the state each month as per plan and as per approval of the Supervisor.

9. QUALIFICATIONS /SPECIALIZED KNOWLEDGE/EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL)/ LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- The candidate should possess a Post Graduate university degree (Master's/ PhD/ MBA) in Education/ Social Sciences/ Management/ Communications/ Science.
- Experience in data analytics using statistical analysis software like R, Python or Stata.
- 4-6 years of relevant experience in working with large datasets in the field of Education especially data related to learning outcomes, teacher and supervisor performance and system health. Experience of developing learning materials, programme strategies, concept notes, research reports and MIS dashboards is desirable.
- Strong skills in measurement and data collection (quantitative and qualitative), including designing of tools and strategies for data collection, data analysis, and reporting.
- The candidate is expected to be familiar with Government Education system, how system operates, understanding about Sarva Shiksha Abhiyan, SCERT, and other programmes related to education. Excellent writing and presentation skills
- Ability to be able to set priorities, plan timelines and meet deadlines.

- Ability to understand complex research/data to draw actionable inferences.
- Oral and written fluency in English & Bengali is essential.

10. Language Proficiency: Knowledge of English, Bengali and Hindi

11.PAYMENT SCHEDULE

Monthly professional fees shall be paid linked to deliverables as outlined above with approval from the relevant authorities.

12. PERFORMANCE REVIEWS:

The consultant will provide self-assessment to the designated supervisor who will complete the performance evaluation and forward it to the 3rd party contractor for updating of their database. Biannual performance evaluation with involvement of the government official supervising the consultant is to be conducted and records of the same are to be maintained by the 3rd party contractor.