

**DEPARTMENT OF SCHOOL EDUCATION
GOVERNMENT OF PUNJAB**

**The Project Management Unit (PMU) of the World Bank financed
Punjab Outcomes-Acceleration in School Education (POISE)**

Terms of Reference for hiring
Academic Specialist

1. Basic Details:

- Duty Station: Mohali, Department of School Education (DoSE), Mohali, Punjab.
- Language Required: English, Hindi. Punjabi preferred.
- Date of Commencement: To be notified at the time of selection.
- Duration of Contract: Three years (renewable subject to satisfactory performance and/or validity of the project).

2. Background:

The Government of Punjab (GoP) has prioritized education as a key area for development with an aim to build an inclusive and quality education system for all. There are more than 2.5 million students enrolled in more than 19,000 government schools. The Department of School Education (DoSE), GoP, is preparing the Punjab Outcomes-Acceleration in School Education (POISE) operation to be implemented with assistance from the World Bank, with a Program-for-Results (PforR) financing instrument. The program is a subset of the government program for school education in Punjab Vision 2047. The Program Development Objective (PDO) is to improve the school education outcomes and strengthen the school education system management in Punjab.

The program has four results areas:

Result area 1: Improved foundational learning skills at pre-primary and primary levels.

Result area 2: Improved teacher effectiveness.

Result area 3: Improved school-to-higher education and work transition.

Result area 4: Decentralized and user-centric system of school management.

The DoSE intends to hire two Academic Specialists to oversee various crucial aspects of school education. These specialists will be responsible for project management that will include planning, implementation, and monitoring progress and achievement of annual targets for all the activities under results areas 1, 2, 3, and 4. For this, they will be

required to coordinate and facilitate collaboration with and between the SCERT, DIETs, State and District resource Groups, Block and Cluster Mentor/Head Teachers, School Principals, and teachers to ensure timely completion of the planned activities. Additionally, they will be expected to provide technical support and carry out related tasks as required by the Project Director and the Academic Expert.

3. Objectives and Scope:

The overall objective of the Academic Unit is to make sustainable improvements in the 4-result areas (indicated above) in a time-bound and systematic manner. The Academic Specialists will be expected to assist the Academic Expert in the following tasks:

- Analyze the School education-related policy documents and create summary documents.
- Contribute to the preparation of the Operations Manual to detail each result area, all the activities with their timeframes, responsible institutions, what and how the activities will be implemented, and resources required to achieve the results.
- Prepare the Terms of Reference for external technical agencies as required for implementation.
- Coordinate with the SCERT to train the State Resource Persons (SRPs) on pedagogy, teachers, and academic leaders training, data collection, and analysis under the guidance of SCERT.
- Support SCERT to organize monthly review meetings with heads of different DoSE units.
- Facilitate collaboration between the SCERT and State/District Resource Groups for creating specifications for age-appropriate Teaching-Learning Material (TLM) aligned with play-based learning and grade-wise learning outcomes, without being responsible for procurement.
- Coordinate with the Assessment Cell, curriculum and pedagogy teams in SCERT, and technical experts to ensure the development of the Assessment Framework including learning standards for primary grades. Coordinate with the SCERT's State and District Resource Groups for the development of an annual training calendar for teachers and academic leaders, including online and in-person sessions, peer learning, coaching, and project work.
- Coordinate with the SCERT and the State and District Training Resource Groups to review all training materials including training manuals, guidebooks, and activity handbooks provided to the teachers post the training. All online and offline training modules will need to be accompanied by questions/assessments to check teachers' understanding of the concepts/topics covered.
- Work closely with the technical experts to ensure data analysis related to students' learning, improvement in the teaching practice of teachers in the classrooms, and capacity building of academic leaders and create reports/presentations.

- After year one of training, develop the subsequent year's training as per feedback from teachers during and after these trainings, or as per relevant inputs from any classroom observations conducted by SCERT.
- Coordinate with different units within the DoSE to collect and disseminate information and results under POISE.
- Prepare the quarterly progress reports and discuss them with the Project Director.
- Work with the relevant institutions to develop evidence-based proposals and improvement plans to improve the school education system in the state.
- Any other relevant task assigned by the Project Director and Academic Expert from time to time.

4. Reporting and review:

The Academic Specialists will report to the Academic Expert and work under his/her direct supervision on a day-to-day basis.

5. Educational Qualifications and Experience:

These positions require dynamic, experienced, and analytical professionals with demonstrated experience in managing work with programmatic interventions related to improving school education outcomes. The following are the minimum requirements for applying for these two positions:

Mandatory:

- Any Post Graduate or equivalent in a relevant discipline.
- Minimum 7 years of professional experience relevant to the position.

The following qualifications over and above mandatory criteria will be provided extra marks:

- Higher Educational Qualifications or above the required mandatory qualification.
- Ability to read, write, and speak in Punjabi.
- Experience of working with the government.
- Additional relevant professional experience above the required mandatory criteria.
- Published work including reports and/or research papers in the school education sector.
- Field experience in the school education sector.

6. Skills Required:

- Ability to analyze education policies, strategies, and frameworks, and provide evidence-based recommendations for policy reform, innovation, and improvement.
- Experience in providing technical assistance, training, and mentoring to education professionals, policymakers, and community stakeholders to enhance their skills, knowledge, and capacities.
- Knowledge of national and international innovative and scalable good practices in the school education sector.
- Ability to analyse basic data and draw inferences to inform implementation.
- Experience in using common quantitative and qualitative data collection tools.
- Exceptional interpersonal and leadership skills to manage diverse stakeholders and lead clients in the public sector
- Updated computer skills in MS Office: Word, Excel, and PPT and capability to use IT-based tools for data collection and data analysis.
- Fluency in spoken and written English and Hindi. Punjabi is preferred.

7. Remuneration:

The remuneration would be commensurate with respect to the qualifications and experience. Travel/other expenses, if any, will be paid as per policy guidelines. The Academic Specialists will be located at the DoSE office in Mohali, Punjab during the contracted period. The positions may require some travel including to districts/blocks and local levels within the state of Punjab, as per project requirements.

8. Application Procedure:

For standardisation purposes, candidates will fill in the required information only in the blank MS Word document which will be provided on the website ssapunjab.org. After filling in the required details, the candidate will print the form, sign it, scan it, and convert it into a PDF document. In addition to this, the candidate will share their updated CV. The final document, along with the CV, should be emailed to hr.poise@punjab.gov.in.

No Physical applications will be entertained.

Candidates who meet the above criteria will be shortlisted and invited for a personal interview.