

**Karnataka Panchayat Raj Commissionerate
Rural Development & Panchayat Raj Department, Government of Karnataka**

Job Description: 1 position of Consultant (Local Governance Expert)

1. Background:

The Karnataka Panchayat Raj Department, Government of Karnataka, currently has several initiatives focusing on the rural children of the state, each at various stages of implementation. To take this mission forward and serve the children of the state more effectively, the department, with a grant from UNICEF India, is setting up a Centre for Child Responsive Local Governance. The Centre's activities will be wide ranging with a core focus on Child rights and Local Governance.

The Karnataka Panchayat Raj Commissionerate, Panchayat Raj Department, Government of Karnataka, is looking to recruit a Local Governance expert as a consultant for its Centre for Child Responsive Local Governance. Details are given below. The shortlisted candidates will have to take a written test and an oral interview in both English and Kannada. A writing sample will be required. **Knowledge of written and spoken Kannada** is a must for the positions at the Centre for Child Responsive Local Governance.

2. Purpose of the Assignment:

The purpose of the consultancy assignment is to support the Centre for Child Responsive Local Governance to develop a child-centred conceptual framework of Child Responsive Model Gram Panchayats, to ensure that they are built around realization of rights related to women and children; to study the action plans and prepare to execute the plans; prepare manuals and learning materials as required for the implementation, including in Kannada; prepare training calendars for the various trainings at the state, district, taluk and GP levels as planned in the action plans, travel to gram panchayats (GPs) as required for implementation, monitoring and hand holding of Gram Panchayats as they work towards becoming Child Responsive Model GPs; meet the target of number of GPs that achieve the goal of becoming Child Responsive. Towards these goals, given below is an indicative list of activities and, other tasks will get added on as the implementation progresses. The consultant will support other nodal departments that will be functioning / involved in service delivery in the focus areas related to children.

S.	Major Tasks	Deliverables
1.	Develop child-centered conceptual framework of Child Responsive Model Gram Panchayat to ensure that it is built around realization of rights related to women and children;	Work plan and methodology agreed with UNICEF and RDPR
2.	Support the relevant institutions at the state and GP level for effective community mobilization to establish child friendly panchayats that will facilitate in bringing child rights into the focus of panchayat level deliberations and actions	Implementation Plan on Child Friendly Panchayats developed and rolled out,
3.	Support the Panchayat Raj Department in institutionalizing Mahila Sabhas and Bala Sabhas into the functioning of Gram panchayats in line with guidelines issued by MoPR; Develop IEC and training materials on Mahila Sabha and Bala Sabha, women and child development and related schemes. Sensitize key stakeholders at GP and district level on Mahila Sabha, Bala Sabha and CRLG	State guidelines on mahila Sabhas and Bala Sabhas. IEC and training materials for the same. Action plans at GP level for conduct of Mahila Sabhas and Bala Sabhas.
4.	Ensure that the issues and resolutions from Mahila sabhas and Bala sabhas are integrated into the Grama Sabha and the GPDP.	All selected GPs demonstrate inclusion of issues and resolutions in their GPDPs and Grama Sabha deliberations.
5.	Establish partnerships with SIRD/ ATIs and other such institutions to create training plan and ensure their training plan includes modules on decentralized planning, components of women and child rights, development, inclusion. Establish partnerships with institutions like KILA, SIRD etc.	Training modules with women and children issues available integrated with the training courses of the local institutions and for SHGs. Training modules on Child, Gender and Disability budget
6.	Support planning and roll out of “Gram Panchayat as Resource Centres on Child friendly governance” concept in select GPs/ districts for implementation and monitoring of SDGs	Roll out Plan for GPRCs developed and implemented

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7.	Organize state level workshops in agreement with Department RDPR.	Workshop Reports
8.	Ensure uptake of the library initiative and active participation of children in learning and actualizing the right to participation. Create a natural association between Bala Sabha members and GP members as they congregate in the library. Train library supervisors to help children learn the conduct of Bala Sabhas and participate in civic matters in the GP.	Librarians in all selected GPs are trained to work with children, to conduct Bala Sabhas, to participate in civic and public events and functions at the GP; To engage with GP members and participate in GP events. Librarians facilitate the convening of children and GP members
9.	Capacity build GPs on Child Budgeting; revise the Child budget format and support RDPR in developing guidelines and manuals on Child Budgeting at GP level.	100 GPs will have prepared Child Budgets along with GPDP and specific

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		actions plans and budgets for children and women.
10.	Monitoring and Planning of the programme; operational manual for the CCRLG; revision and roll-out of SDG monitoring manual for GPs; monitoring implementation at the GP level and reporting	Operational Manuals, guidelines, monitoring matrix, reports
11	Liaise with elected representatives – establishing accountabilities of Block and GP level functionaries	State Position Paper on Social Accountability developed
	Documentation of lessons, practices and process for successful establishment of child friendly GPs with Implementation Mechanism finalized and rolled out. (Policy briefs, concept notes, presentations etc. will be throughout the duration of the contract as and when required)	Final Report

3. Objectives and Supervision:

The consultant will report to the Commissioner, Panchayat Raj Commissionerate, Government of Karnataka, for guidance and direction, and will be responsible for supporting the state government in improving the capacity of the local governance institutions like Gram Panchayats to plan, implement and monitor development outcomes for children. Technical supervision for the consultant position will be provided by the Social Policy Specialist, UNICEF, from time to time to ensure that the mission of the Centre is being met through the implementation efforts of the team of consultants.

4. Travel: The assignment will cover at least a week of travel to District and GPs every month; and will include work and co-ordination with the state governments. The consultant will be required to travel extensively to districts and Gram Panchayats within the state of Karnataka.

5. Duration of Contract: The position is expected to start on **July 1, 2023** and is for a duration of one year (subject to availability of funding). The position may be renewed after one year, subject to renewal of funding.

6. Remuneration: An invoice is to be submitted to the Commissionerate, along with a progress report every month. Payments will be made to the consultant based on completion of agreed deliverables. A remuneration (against deliverables) of INR 1,50,000 per month is earmarked for the consultant position.

5. Qualification/specialized knowledge/experience/competencies (core/technical/functional) / language skills required for the assignment

- Advanced university degree in economics, social sciences, public policy (social policy) or related fields. In-depth understanding and knowledge of devolution and decentralized planning will be an advantage including the Panchayati Raj Act.

Experience:

- At least Five to Eight years of relevant national experience in the development field, preferably in the social sectors in India with emphasis on decentralisation, community driven development, Participatory Rural appraisal and Local Governance is a must; hands on work with Gram Panchayats and local governments in Karnataka or elsewhere is necessary.
- Any experience in Child Rights programming and Monitoring and Evaluation (especially Formative Evaluation) will be an added asset.
- Demonstrated ability to develop and maintain productive, professional relationships with government counterparts, donors, civil society and other stakeholders.
- High capacity for organization and coordination, as well as an ability to work with a high degree of independence in a team environment.
- Experience working in a multi-donor environment;
- Experience in managing diverse and sometimes competing interests and perspectives to arrive at a durable consensus;

- Familiarity with national and state schemes for children will be a strong advantage.

Additional Requirements:

- Fluency in English is required. **Knowledge of written and spoken Kannada is mandatory.**
- Candidates should have excellent written and oral communication skills.
- Ability to work in cross cutting team and a wide variety of stakeholders within and outside the government is essential.
- Candidates must have excellent interpersonal, negotiation and presentation skills.
- Ability to research, collect and collate public expenditure data and present it in a coherent manner is essential.
- Excellent analytical and report writing skills are important.
- Data and information management with strong computer proficiency with regular MS Office.
- Preference for candidates who have previous experience working with a UN entity

6. **Selection Process:** Duly received CVs, along with cover letters, will be reviewed by a hiring committee at the Commissionerate and, a shortlist of candidates will be prepared after a technical evaluation of qualifications, experience and suitability for the positions advertised. Shortlisted candidates will be invited for a short written assignment and oral interview with the hiring committee. Only selected candidates will be informed of the final decision by the Committee, and invited to join as consultants by July 1, 2023.

7. How to apply:

1. **A Cover letter** explaining the motivation for applying and also explaining how the qualifications and skill-set of the candidate are suitable for this position (Not more than 1 page).
2. **A CV** that outlines the qualifications and experience related to the advertised position of Consultant(s). Highlight any experience related to Local Governance and Child Rights.

[Mention Availability date in the cover letter (preferably by July 1, 2023)]

Email both as attachments to: prc.recruitment@ka.gov.in with the subject Line: “Consultant (Local Governance Expert) – Centre for Child Responsive Local Governance” by 15th June, 2023 before 5.30 pm.