

Application are invited from eligible candidates for appointment to the post of **Consultant for Supporting Child Protection MIS in West Bengal.**

Terms of Reference for the Contract

A. Major Tasks to be accomplished.

Sl No	Tasks	Deliverables
1	a) Compliance Report on Strengthening Juvenile Justice System. b) Comparative analysis of crime against children data. c) Preparation of report on status of staff strength of DCPU, SCPS & SARA. d) Preparation of Study Report on Missing children, trafficked children, children run away from parental home, Children having both Parents, single parents and no parents of CCIs.	a) Report on Strengthening Juvenile Justice System. b) Report on analysis of crime against children data with recommendation. c) Report on status of staff strength of DCPU, SCPS & SARA. d) Study report of different type of children residing at CCIs & Report on identifying data gaps and action plan.
2	a) Consultation on presenting data of CPMIS b) Preparation of Compliance Reports in connection with Strengthening Juvenile Justice System. c) Preparation of report on status of staff strength of Govt. run CCIs.	a) Report on Strengthening Juvenile Justice System b) Report on status of staff strength of Govt. run CCIs.
3	a) Organise workshop on revised MIS with the stakeholders (DEOs of CWC, JJB, CCIs, SJPU's). b) Preparation of Study report on CWSN residing at CCIs.	a) Workshop report. b) Study Report on CWSN residing at CCIs.
4	Preparation of Study Report on CCL residing at CCIs. b) Preparation of report on status of staff strength of DCPU, SCPS & SARA. c) Preparation of Study Report on recreation facilities of CCIs.	a) Study Report on CCL residing at CCIs b) Report on status of staff strength of DCPU, SCPS & SARA. c) Study report.
5	a) Organise workshop on revised MIS with the stakeholders (DEOs of CWC, JJB, CCIs). b) Preparation of Study Report of Medical, SJPU's Facilities as per ICPS norms at CCIs.	a) Workshop report b) Study Report on Medical Facilities shared with SCPS and Health Deptt. as per ICPS norms. c) Imparting training and hand holding support and updation on Track Child 2.0 in CCIs, CWCs, JJB, SJPU, etc.
6	a) Preparation of Compliance Reports in connection with Strengthening Juvenile Justice System. b) Preparation of Study Report on Missing children collected from CCIs. c) Preparation of report on status of staff strength of Govt. run CCIs.	a) Report on Strengthening Juvenile Justice System. b) Study Report on Missing Children. c) Report on status of staff strength of Govt. run CCIs.
7	a) Organize workshop on revised MIS with the stakeholders (DEOs of CWC, JJB, CCIs, SJPU's). b) Preparation of Study Report on victims of trafficked and child residing at CCIs.	a) Workshop report b) Study Report on victim of trafficked and child marriage children shared with SCPS.

8	<p>a) Preparation of Study Report on children run away from parental home residing at CCIs & Sanitation, Hygiene & Health issues as per ICPS norms of CCIs.</p> <p>b) Preparation of Study Report on facilities of Education and Vocational training of CCIs.</p> <p>c) Analyze and update date of crime against children 2014-15-16.</p>	<p>a) Study Report on of CCIs shared with SCPS.</p> <p>b) Study Report on facilities of Education and Vocational training of CCIs shared with SCPS</p> <p>c) Report on crime data.</p>
9	<p>a) Preparation of Compliance Reports in connection with Strengthening Juvenile Justice System.</p> <p>b) Organise workshop on revised MIS with the stakeholders (DCPOs, Superintendent of GO & NGO Homes).</p> <p>c) Organise workshop on revised MIS with the stakeholders [DCPOs, PO (IC), PO (NIC)].</p> <p>d) Preparation of Study Report on having both Parents, single parents and no parents residing at CCIs.</p>	<p>a) Report on Strengthening Juvenile Justice System and Shared with High Court.</p> <p>b) Workshop report.</p> <p>c) Workshop report study.</p> <p>d) Report on children having both Parents, single Parents and no parents residing at CCIs shared with SCPS.</p>

End product

- 2 report on data analysis of Crime against children
- 4 quarterly analysis of data from CPMIS
- Status report on facilities available in CCIs
- Status report on missing children, trafficking children and children with parents or extended family who can be deinstitutionalize
- Compliance report on JJ System
- 4 Update data reports on POCSO produced before CWC

B. Duty Station

- Department of Child Development, Women Development and Social Welfare, Government of West Bengal including Directorate of Child Rights and Trafficking, Government of West Bengal.
- The Consultant will visit UNICEF Office as and when required.

C. Qualification or Specialized Knowledge and/ or experience required.

- ME/BE in computer science from recognised University.
- Doctoral/Post Graduate Degree in Statistics/Social Science with 5 years experience in Development Sector.
- Good Computer Skill preferably DOECCA level or equivalent other than candidates having BE/ME in Computer Science.
- Experience in Research Data analysis and writing reports.
- Oral and written proficiency in Bengali and English.
- Experience of working with Government Department and understanding of Government system will be an added advantage.

D. Age

- The age of the candidate will be between 25 years -45 years, as on 01.06.2017.

E. Remuneration

- Monthly fee @ Rs. 65,000/-. Travel not exceeding 10 days/month @ 2000/- per day,
- Local Travel @ Rs. 1000/- per month, Outstation Travel @ Rs. 2500/- per Night Halt

F. Supervisor

- Secretary, Department of CD,WD & SW, Government of West Bengal and Director of Child rights and Trafficking, Government of West Bengal under the technical guidance of the Child Protection Specialist, UNICEF Officer for West Bengal.

G. Selection Process

- The written examination followed by Viva-voce.

H. Vacancy

- One (01)-Unreserved

I. Where to apply

The Application in the prescribed format along with self attested copies of all testimonials in a sealed envelope superscribing the word “**Consultant for Supporting Child Protection MIS in West Bengal**” should reach to following address within **03.07.2017** by speed post only.

“**Directorate of Child Rights and Trafficking, SHAISHALI 3rd floor, Salt Lake City, Sector-I, DF Block, Kolkata-700064.**”

Important Guideline

- 1) Only Indian citizen can apply.
- 2) Download the application form and information brochure from the website www.wbcdwds.gov.in/ www.wbceps.in and take print out on A4 size paper.
- 3) Read all the instruction in the information brochure before filling up the application form.
- 4) Use only black dot pen for filling the application form
- 5) Application form is to be filled in with ENGLISH BLOCK LETTERS ONLY.
- 6) All photocopies of certificates and testimonial should be self-attested.
- 7) Both the photos on application form and the loose one are to be signed in full by the applicant.
- 8) The application is to be sent 'Directorate of Child Rights and Trafficking, SHAISHALI 3rd floor, Salt Lake City, Sector-I, DF Block, Kolkata-700064 only by speed post.
- 9) Name of the post applied for and candidate for and candidates address should be clearly noted on the Envelope containing application form.
- 10) Any overwriting should be authenticated by the candidate by initialling it.
- 11) The reference date for minimum and maximum age **01.06.2017**.
- 12) Canvassing in any form is strictly prohibited and may result in cancellation of candidature.
- 13) The Department reserves the right to cancel any application not properly filled in or received after **03.07.2017**

General Instruction

- 1) No TA & DA is admissible for attending Written/Computer/viva examination.
- 2) If at any stage after issue of Call Letter, a candidate is found to be ineligible for admission to the examination in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.
- 3) Candidates in service of Government, a local or Statutory body are required to apply through proper channel.
- 4) No Objection Certificate from present employer has to be furnished if selected for appointment.
- 5) Candidate who Knowingly or wilfully furnished incorrect or false particulars or suppress information will be disqualified, and if appointed, will be liable to termination of contract.
- 6) Candidates have to produce the call letter to the supervisor/ Invigilator, failing which s/he may be debarred from appearing in the examination.
- 7) The Candidate must abide by instruction as may be given by Supervisor/Invigilator of the Examination centre. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Examination Hall and/ or such other punishment as the Directorate may deem fit to impose.
- 8) A candidate who has been reported against by the Supervisor/Invigilator of the Examination Centre for violating any of the instruction will be liable for cancellation of candidature and also debarment from future examination and selection as may be decided by the Directorate according to the circumstance of the case.

CHECKLIST FOR CANDIDATES

The following must be enclosed and complied with

- 1) All the columns of the application form are duly filled in.
- 2) Self attested copies of Educational qualification and Experience certificate.
- 3) Original copy of Residential proof certificate.
- 4) Self attested copy of Age proof Certificate.(only copy of admit card /certificate of madhyamik or equivalent examination will be accepted).
- 5) Two self-sighed colour passport size photograph (3.5cm x 3.5 cm) one pasted on application form and the other loose in the envelope.
- 6) Name of the post written on the body of the covering envelope.

The covering envelope will be addressed to 'Directorate of Child Rights and Trafficking, SHAISHALI, 3rd floor, Salt Lake City, Sector-I, DF Block, Kolkata-700064.

General Guidelines

Selection Procedure:

- 1) The eligible candidates will be informed by mail/letter/phone about the date and venue of Written Examination.
- 2) The qualified candidates in the written examination will be interviewed on the same day and also computer skill will be tested.
- 3) The written examination will have objective type multiple choice questions/Subjective Question on English, General Studies and subject specific issues. The distribution of mark is as follows:
 - a. General Studies : 25 Marks
 - b. Subject specific issue : 30 Marks
 - c. Computer Application : 25 Marks
 - d. Viva voce : 20 Marks
- 4) Witten test and viva examination will be held at Kolkata.

Syllabus

The question on general studies will include every day science, current events and problems with special reference to India.

The subject specific questions will include test on understanding of ICPS, JJ Act 2015 and Central Model Rule 2016.

Details of Computer Knowledge /Qualification

Exams Passed	Board /University	Subject	Year of Passing	Results

“I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief. I also understand that in case any of my statement is found false or incorrect during any stage of recruitment thereafter it shall disqualify me for the post applied for and /or I shall be liable for any other action that may be taken under the extant rules”

Date:

Place:

Signature of the Applicant

**Filled application from is to be submitted through speed post only in the following address
'Directorate of Child Rights and Trafficking, SHAISHALI, 3rd floor, Salt Lake City, Sector-I, DF
Block, Kolkata-700064 by 03.07.2017.**