

**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
Social Safeguard and Community 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 one (1) Social Safeguard and Community Specialist to develop a social inclusion strategy aligned with relevant standards, conduct assessments to address social risks and engage communities in decision-making, support activities outlined in assessments like Environmental and Social Systems Assessment (ESSA),

monitor social safeguards, provide capacity building and operational support, develop a Gender Equality Strategy with monitoring mechanisms, collaborate with stakeholders, including the World Bank's safeguards team.

3. Objectives and Scope:

The Social Safeguard and Community Specialist will be expected to do the following tasks:

- Develop a social inclusion strategy for the project and develop guidelines, resources, and tools for the same in accordance with the relevant social standards of the Environment and Social Management Framework.
- Conduct social assessments, vulnerability analyses, and stakeholder mapping exercises to identify and address potential social risks, impacts, and concerns.
- Facilitate meaningful engagement with communities, marginalized groups, and key stakeholders to ensure their participation in project planning, decision-making, and implementation processes.
- Integrate gender considerations and equity principles into project design, implementation, and monitoring frameworks to ensure equal opportunities and access.
- Support relevant activities identified in the ESSA and conduct necessary workshops/ stakeholder consultations for the same.
- Establish a mechanism with appropriate indicators for monitoring social safeguard aspects.
- Support and coordinate capacity building; undertake regular operational field visits to provide operational support to district, block, and field level staff in identifying social risks, planning mitigation measures, support implementation, reviewing documentation, and monitoring and reporting.
- Support the Development of the Gender Equality Strategy and its plan of action that identifies opportunities and entry points for mainstreaming gender into the project and establish a mechanism for monitoring and evaluation of the same to ensure the sustainability of gender mainstreaming efforts.
- Liaise with the World Bank's safeguards team and other stakeholders.
- Any other relevant task assigned by the Project Director from time to time.

4. Reporting and review:

The Social Safeguard and Community Specialist will report to the Project Director and work under his/her direct supervision on a day-to-day basis.

5. Educational Qualifications and Experience:

This position requires 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 this position:

Mandatory:

- Graduate degree in social sciences or a related discipline.
- Minimum 7 years of professional experience relevant to the position.

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

- Post Graduate Degree or above in the discipline relevant to the position.
- Ability to read, write, and speak in Punjabi.
- Experience of working with the government/ International organizations.
- Additional relevant professional experience above the required mandatory criteria.
- Designed/implemented work including social inclusion strategies/guidelines, resources, and tools as well as social assessments, vulnerability analyses, and stakeholder mapping exercises conducted to identify and address potential social risks, impacts, and concerns.
- Experience of engaging with communities, marginalized groups, and key stakeholders to ensure their participation in project planning, decision-making, and implementation processes.

6. Skills Required:

- Strong understanding of social safeguard policies, frameworks, and best practices in the context of development projects.
- Excellent interpersonal, communication, and facilitation skills for engaging with diverse stakeholders, building consensus, and fostering participatory decision-making processes.
- Sensitivity to cultural diversity and social dynamics within communities, with the ability to navigate complex social contexts and address issues of inclusion and exclusion.
- Knowledge of gender-sensitive approaches and social inclusion strategies for mainstreaming gender considerations and promoting social justice.

- Ability to advocate for the rights and interests of vulnerable groups, including women, children, and persons with disabilities.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks and deadlines
- Capability to use the internet for any secondary research.
- Excellent computer skills in MS Office: Word, Excel, and PPT.
- Fluency in spoken and written English and Hindi. Punjabi is preferred.

7. Remuneration:

The remuneration for the incumbent would be commensurate with respect to the qualifications and experience. Travel/other expenses if any will be paid as per policy guidelines. The Social Safeguard and Community Specialist will be located at the DoSE office in Mohali, Punjab during the contracted period. The position may require some travel including to district/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.