

Job Description | Consultant – Communication, Documentation & Training

About Educate Girls:

- Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.
- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Bihar.
- Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model. For more information, log on to www.educategirls.ngo
- In the next 10 years, Educate Girls aims to build one of the largest second-chance program - Project Pragati - for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit <https://www.educategirls.ngo/project-pragati/>

Role Overview:

The Communication, Documentation and Training Consultant will be a crucial member of the State Technical Assistance Unit. This position is responsible for designing and developing high-quality academic and training resources, support communication strategy and building the capacity of stakeholders. A key focus will be on creating content for the academic development of open school learners, integrating a strong gender perspective, and supporting the implementation of government schemes. The role requires extensive travel to remote locations to ensure effective ground-level implementation and training.

Contract Type: Consultancy: One-year contract, renewable based on performance and project requirements.

Base Location: Jaipur, Rajasthan and Travel to other locations as and when required.

Remuneration: Commensurate with qualifications, experience, and organizational norms.

In this role, you will be responsible for:

Resource Development: Lead the end-to-end design, development, and finalization of comprehensive technical resources, including:

- **Academic Modules:** Subject-specific modules and self-learning materials for open school learners (State Open Schools) to facilitate second-chance learning.
- **Training Handbooks & Guidebooks:** Create detailed handbooks for field staff, volunteers, and government counterparts on program implementation, pedagogy, and community mobilization.

- **Gender-Sensitive Content:** Ensure all learning and training materials incorporate a strong gender perspective, promoting girls' education and women's empowerment.

Documentation & Knowledge Management: Systematize and maintain a repository of program documents, success stories, case studies, and best practices to support organizational learning and reporting.

Training Delivery & Capacity Building: Conduct engaging and effective training sessions, workshops, and ToTs (Training of Trainers) for community volunteers, and government functionaries on gender and government scheme implementation.

Academic Support for Open Schooling: Develop innovative, learner-centric and contextualize curriculum and resources to improve learning outcomes for open school learners.

Scheme Integration & Convergence: Develop documentation and training strategies to support the effective implementation and convergence of key government schemes focused on girls' education and women's economic skilling.

Strategic Communications & Advocacy: Develop and implement a state-level communication strategy to amplify the program's impact, share success stories, and advocate for girls' education and women's empowerment. Create powerful communication collateral for diverse audiences, including newsletters, fact sheets, brochures, PowerPoint presentations and Support advocacy efforts by developing evidence-based communication packages (including data, case studies, and policy briefs) for engagements with government officials and other stakeholders.

Develop community mobilization materials (e.g., posters, flyers, street play scripts) in local languages to raise awareness about the importance of girls' education and available government schemes and manage content for state-specific digital platforms (if any), such as WhatsApp groups, social media platforms to spread awareness and enhance outreach efforts.

Field Travel and On-Ground Support: Be readily available for extensive travel (up to 60% of time) to remote locations across Rajasthan to conduct training, understand ground-level challenges, pilot new resources, and gather feedback for continuous improvement.

Government and NGO Collaboration: Leverage experience of working with government education initiatives and NGOs in Rajasthan to foster collaboration, align resource content with government priorities (e.g., NEP 2020, NCF etc.), and ensure program complementarity.

Monitoring, Evaluation & Reporting: Collaborate with the M&E team to document outcomes, integrate and analyse data and assist in preparing high-quality internal, government, and donor reports.

Apply if you have:

- Master's degree in Education, Social Work, Development Studies, Rural Management or equivalent.
- Minimum of 5-7 years of experience in curriculum design, resource development (modules, handbooks), training, and capacity building within the development sector.
- Proven experience of working with government development initiatives especially in girls' education and women empowerment fields
- Experience of working in the social sector/NGOs in Rajasthan on girls' education, open schooling, and/or women's skilling and livelihood programs.
- Demonstrable experience in developing academic content and a strong understanding of gender perspectives in education and sustainable development.

- Exceptional writing, editing, and verbal communication skills.
- Willingness and ability to undertake extensive travel to remote locations across Rajasthan and in other States if required and work under pressure.
- Fluency and proficiency in Hindi & English is must.

Attributes to be successful in this role at Educate Girls:

- Passionate about the cause & align with our Core Values
- Proven ability to translate complex concepts into clear, user-friendly, and impactful educational resources.
- Strong understanding of the open school system, academic development needs of out-of-school girls, and the women's empowerment landscape in Rajasthan.
- Excellent facilitation, presentation, and interpersonal skills, with the ability to engage and train diverse groups.
- High attention to detail, creativity, and excellent organizational skills for managing multiple resource development and training schedules.
- Self-motivated, adaptable, and able to work effectively in challenging field conditions.

Female candidates are strongly encouraged to apply. Educate Girls upholds a commitment to diversity and inclusion and maintains a 50:50 gender balance within the organization.
