



GOVERNMENT OF ANDHRA PRADESH – DEPARTMENT OF SOCIAL WELFARE

SOCIAL EMPOWERMENT FELLOWSHIP

NOTIFICATION FOR THE YEAR 2019-20

12-02-2019



**ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY
(APSWREIS), GOVERNMENT OF ANDHRA PRADESH**

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Road, Tadepalli Mandal, Guntur District - 522 501

INTRODUCTION:

The Department of Social Welfare, Government of Andhra Pradesh (GoAP) is dedicated to the development of the socially & economically marginalized Scheduled Castes in Andhra Pradesh & is mandated to design & implement programs for their integrated development with an intent to bridge gaps in various development indicators between the SCs and the larger society.

GoAP has pioneered the Andhra Pradesh Scheduled Castes Sub-Plan and Tribal Sub-Plan (Planning, Allocation and Utilisation of Financial Resources) Act, 2013 (henceforth The Act), with the intent to determine, diagnose and remediate gaps in the development and welfare indicators of Scheduled Castes and Scheduled Tribes, within a period of 10 years from the passing of The Act.

Funded in full under the Scheduled Caste Sub-Plan, the core activities of the Department of Social welfare are broadly distributed between 2 agencies –

- Social Welfare Commissionerate – manages 958 Hostels with approx. 100,000 students, diverse education and social security related schemes and the SC Sub-Plan.
- Andhra Pradesh Social Welfare Residential Educational Institutions Society (APSWREIS) – manages 188 residential institutions across Andhra Pradesh to provide 360-degree support (health, boarding and lodging, rigorous academic programs) for approx. 1,07,000 students.

DESIGN OF THE PROGRAM:

The Government of Andhra Pradesh has embarked on an ambitious vision to become a developed state in respect of all socio – economic indicators by the year 2029. In this context, the Fellowship is designed to provide young professionals, a working exposure, to policy design and program implementation, where they are expected to lead and manage programs to impact significant improvement in the development indicators of economically and socially marginalised communities (SCs & STs) in the state.

The Government of Andhra Pradesh has been a leader in the field of e-governance, pioneering the use of ERP systems for scholarship disbursement, Aadhaar based identification for reduction of graft and setting up of real-time monitoring systems across all departments across GoAP. This fellowship will involve, among others, utilising existing e- governance systems in the department and explore synergies with systems across other departments in order to create robust disbursal and monitoring systems.

Andhra Pradesh Social Empowerment Fellowship program is an opportunity for India's brightest and most promising youth, from the nation's best universities and workplaces, to work in tandem with the government and support the design of innovative and self-sustainable solutions in the field of school education. Fellows get exposed to the grassroot realities of India's education system and begin to cultivate the knowledge, skills, and mindsets necessary to attain positions of leadership in education.

The Fellows are provided a (1) week hands-on induction program on a rotating basis with the key staff. A further (1) week field level immersion program is designed to expose Fellows to district and field level operations. The fellows are then placed for the remainder of their term in one of the specific verticals mentioned in Annexure 1, where they will play a leadership role in identifying gaps and in designing and implementing relevant scalable programs. The specialised verticals where the fellows maybe placed will depend on requirement, aptitude and relevant qualification.

It may be noted that the Fellowship is a rigorous full-time program. Admission into the fellowship is competitive with similar Fellowships across the Government of Andhra Pradesh attracting candidates from Harvard University, Stanford University, University of Illinois Urbana-Champaign, University of Chicago, London School of Economics, Paris School of Economics, TISS, IIMs, ISB, IITs etc. It is expected that this Fellowship will attract similar talent and therefore the Fellowship is not only an opportunity for professional advancement and contribution to the developmental outcomes of marginalised communities but also a good networking opportunity.

The Fellowship is modelled as a 2-year project in a complex, fast paced environment. It is envisaged that the successful fellow by the end of the fellowship term, will be placed in good stead to take up careers in Government, Non – Governmental Organisations, INGOs and the Private sector.

Fellows who work in each of the specific verticals mentioned in Annexure 1 will be mentored by, and report to the Secretary, APSWREIS. All the Fellows will be appraised on their performance every (6) months. There is a probationary period of (3) months post which, subject to satisfactory performance, the Fellows are confirmed. The probationary period may be extended if necessary.

Fellows who showcase outstanding final outcomes maybe considered for appropriate longer-term engagements with the Government of Andhra Pradesh or its associated institutions. However, successful completion of the Fellowship per se does not confer any right on any candidate for any engagement with the Government of Andhra Pradesh.

RESPONSIBILITIES:

- Identify gaps & redundancies in policy & processes.
- Develop insights and innovative ideas to address the identified gaps.
- Design and operationalise interventions leading to efficient & optimised operations.
- Scope and identify convergence models leading to better delivery.
- Identify best practices through rigorous research for integration with the program design.
- Document “as-is” & develop optimised, sustainable, practical & implementable “to-be” models running on efficient IT platforms.
- Develop, document, monitor & anchor implementation of interventions based on the approved “to- be” models across a minimum of 2 lifecycles with baseline & outcome studies.
- Collaborate & Coordinate with all internal/external stakeholders for collating, managing and disseminating relevant knowledge.
- Create pitch decks and deliver the same to a wide variety of audience.
- Prepare and put out reports on the policies and programs implemented.

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- Perform any other administrative/ financial duties required by the vertical assigned.
- Perform any special work or duty which may be entrusted to him by the Authority.
- Fellows are required to travel extensively as part of their work and have to reside within the school campus whenever their field visits.
- It may be noted that the responsibility of the fellows is not limited to mere designing action plans but they should also take responsibility of implementing and monitoring the same.

QUALIFICATIONS:

The fellowship looks for passion and commitment of the candidate towards education and working with children. This is the primary qualification fellowship will be looking for, in a candidate.

Qualifications Required:

- Candidate must possess a consistent track record of academic & workplace excellence and have showcased his/her potential for leadership.
- Performance in standardised examinations such as GRE/GATE/GMAT/CAT/NEET/JEE/OTHER STATE, NATIONAL & INTERNATIONAL EXAMINATIONS will be taken into consideration during the short listing of candidates. The candidates are encouraged to report the same in their CV.
- Professional certification obtained in relevant verticals are desirable, but not essential.
- Excellent written and verbal communication skills.
- Experience in data collection and synthesis of multiple data sources.
- Excellent Project Management skills
- Experience in implementing & monitoring Government Schemes/Programs
- Detailed knowledge of Microsoft Office applications required.

Personality Specifications:

- Possess skills of analysis, planning, detail-orientation and self-disciplined implementation.
- Synthesize large quanta of data for deriving policy and program insights
- Ability to multi-task and deliver results in challenging internal and external environment.
- Ability to learn and adopt quickly.
- Critical thinking and problem-solving skills.
- Effective inter-personal skills, pro-activeness and comfortable working in multi-cultural and multi locational environment.
- Skills in planning, organization for delivering efficiently & successfully in tight deadlines.
- Knowledge of Telugu preferred but not mandatory.
- Stay in Vijayawada is mandatory.

Education Criteria & Experience:

- Masters with minimum 2 years of work experience.
- At least 60% marks in both Under Graduation and Post-Graduation.
- An indicative list of specialisations benchmarked to appropriate verticals include Education, Economics, Public Policy, Public Administration, Management, Social

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Work, Public Health, Computer Science/Computer Applications, Nutrition, and Psychology etc. from highly reputed national and international institutions.

- For some of the verticals the candidates must possess the qualifications as detailed below:

Vertical	Qualification
Health & Nutrition Programs	MBBS from highly reputed institute with minimum 2 years of relevant experience
Sports & Extra-curricular programs	Should have at least participated in State Level Sports meet with minimum 2 years of relevant experience in Sports, NCC, Scouts etc. along with Masters Degree in Physical Education.
Cultural & Co-curricular programs	Masters in Fine Arts/Music/Art/Crafts with minimum 2 years of relevant experience.
Green Initiatives	Bachelors of Horticulture or equivalent from reputed institute with minimum 2 years of relevant experience

However, applications from all specialisations and all institutions listed or not listed here will be considered on individual merit. Maximum eligible age limit for the Fellowship is 30. Only Indian nationals are eligible.

DURATION OF ENGAGEMENT: 2 years with half-yearly performance reviews.

PRIMARY LOCATION: Vijayawada, Andhra Pradesh

STIPEND (PER CANDIDATE):

- Year 1 stipend (Per Month) – ranges from INR 45,000 to INR 1,50,000 based on the candidate's educational background and relevant work experience.
 - For example, a B. Tech graduate from IIT Madras with masters from reputed national university with 2 years of relevant experience will get INR 90,000 (indicative) stipend per month.
- Maximum of 20% annual increment on above Total for Year 2 of Fellowship, based on performance.
- NB – The stipend may be modulated according to the candidate's work experience and educational background.

SELECTION PROCESS AND TIMELINES

- Stage 1:** Completion of online application and submission of CV at www.jnanabhumi.ap.gov.in
- Stage 2:** Screening of submitted application by Department of Social Welfare.
- Stage 3:** Following a review of the CV, the shortlisted candidate will be invited to the Panel interview
- Stage 4:** Results announcement
- Stage 5:** Verification of original documents and on-boarding.

For regular updates, please visit our website: www.jnanabhumi.ap.gov.in

For any further queries, please feel free to reach out to empowerment.fellows@gmail.com

ANNEXURE 1 – Verticals, Area of Work & Objectives	
<p>Note -</p> <ul style="list-style-type: none"> • Complex systems such as government schemes will require frequent tasks and goals that will transcend stipulated verticals. • All responsibilities, objectives and areas of work listed below are indicative and listed in order to provide a high-level appraisal of likely work. Actual tasks assigned will be provided to candidates post their orientation. • Liaising with individual and institutional experts is an integral part of the Fellows' work 	
Vertical	Area of work & Objectives
<p>SCHOOL OPERATIONS ACADEMIC (1) –</p>	<ul style="list-style-type: none"> • Area of work – <ul style="list-style-type: none"> • Academic School Operations - Project management, process development and logistics support (Labs, Libraries, teaching operations, school leadership operations etc..) • Intended Outcomes <ul style="list-style-type: none"> • Improvement in Age-Appropriate Academic Learning Knowledge and Skills of the Students • Improvement in Knowledge, Skills, Confidence and Attitude of Teachers • Objectives <ul style="list-style-type: none"> • Undertake analysis of current state of operating procedures and policies • Develop standard operating procedures (SOPs) for various academic processes • Develop monitoring frameworks, monitor and project manage the implementation of SOPs
<p>HEALTH & NUTRITION PROGRAM (1)</p>	<ul style="list-style-type: none"> • Area of work – <ul style="list-style-type: none"> • School health policy and project management • Nutrition analysis and monitoring • Intended Outcome <ul style="list-style-type: none"> • Improved Health Indicators among the students • Objectives <ul style="list-style-type: none"> • Conduct gaps analysis in the current state of health care monitoring and benchmark best practices • Conduct current state assessment of health of children • Design targeted health improvement programs • Design SOPs for system wide healthcare monitoring • Design healthcare monitoring system and associated indicators • Project-manage the implementation of SOPs and health improvement programs • Identify and utilise synergies with external partners and departments across GoAP and GoI • Menu analysis and redesign • Design, implementation and monitoring of food supplementation program
<p>VOCATIONAL LEARNING & CAREER COUNSELLING (1)</p>	<ul style="list-style-type: none"> • Area of work – <ul style="list-style-type: none"> • Vocational policy and project management • Intended Outcome <ul style="list-style-type: none"> • Improved life skills & employability-skills of and awareness about key facets & value-systems of a diverse set of professions among the higher secondary school graders • Objectives – <ul style="list-style-type: none"> • Design and rollout and monitoring of IT and related vocational

	<p>learning programs including detailed protocols and SOPs and</p> <ul style="list-style-type: none"> • Develop monitoring frameworks for outcome definition • Create project management plan (for infrastructure procurement and academics) and monitor progress • Act as the liaison between all external and internal partners • Develop a rigorous career counselling program for 9th, 10th, 11th and 12th grade APSWREIS students • Identify partners to assist with the development and delivery • Utilise synergies with external and internal partners to create a landscape of post schooling opportunities • Develop, implement and monitor social- emotional learning program
<p>SCHOOL OPERATIONS – NONACADEMIC & PROCUREMENT (1)</p>	<ul style="list-style-type: none"> • Area of work – <ul style="list-style-type: none"> • School operations - nonacademic (project management, process development and logistics support (360-degree campus maintenance procedures) • Procurement policy and project management • Intended Outcomes <ul style="list-style-type: none"> • Necessary books, infrastructure to facilitate a conducive classroom learning & hostel accommodation, and play/sports/recreational equipment are available, with equal access to all the students • Efficient need identification and timely procurement is enabled, duly following the standard public procurement norms • Objectives - <ul style="list-style-type: none"> • Perform current state and gaps analysis on current processes, policies • Develop SOPs for boarding, lodging, academic block and maintenance of campus • Development of monitoring frameworks and monitor the SOPs • Design of special projects, development of monitoring frameworks, monitoring and project manage the progress of projects • Undertake current state analysis of procurement methodologies and logistics • Develop robust templates and procedures for procurement • Demand assessment and operations support for disbursement for procured articles
<p>SPORTS & RELATED PROGRAMS (1)</p>	<ul style="list-style-type: none"> • Area of work – <ul style="list-style-type: none"> • Sports policy and project management (Curriculum, pedagogy, assessments, field and adventure trips for NCC, Scouts and self-defense, and adventure programs etc.) • Intended Outcomes <ul style="list-style-type: none"> • Sporting talent is identified and nurtured for participation at professional levels • Sports as a medium of learning and recreation is integrated with and implemented as part of the school curriculum for all grades • Objectives <ul style="list-style-type: none"> • Gaps analysis and mapping of current of policies and processes • Design innovative programs to plug identified gaps • Create implementation strategy for programs so designed • Monitor and project manage the implementation strategy of the same

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	<ul style="list-style-type: none"> Identify and utilise synergies with departments across Government of Andhra Pradesh and Government of India (GoAP, GoI) and identify external partners to assist in strategy and delivery of innovative programs
<p>CULTURAL & RELATED PROGRAMS (1)</p>	<ul style="list-style-type: none"> Area of work – <ul style="list-style-type: none"> Cultural policy and project management (Curriculum, pedagogy, assessments for Music, Arts, Crafts, and related programs etc.) Intended Outcomes <ul style="list-style-type: none"> Talent for different streams including fine arts, music, theatre, crafts etc. are identified and nurtured Participation in such streams is integrated with and implemented as part of the school curriculum for all grades Objectives <ul style="list-style-type: none"> Gaps analysis and mapping of current of policies and processes Design innovative programs to plug identified gaps Create implementation strategy for programs so designed Monitor and project manage the implementation strategy of the same Identify and utilise synergies with departments across Government of Andhra Pradesh and Government of India (GoAP, GoI) and identify external partners to assist in strategy and delivery of innovative programs
<p>GREEN INITIATIVES (1)</p>	<ul style="list-style-type: none"> Area of work <ul style="list-style-type: none"> Plantation policy and project management Intended Outcome <ul style="list-style-type: none"> Increased green cover and landscaping maintained sustainably in every APWREIS Institution to facilitate a surrounding conducive to learning Objectives <ul style="list-style-type: none"> Undertake current state analysis of plantation and greenery in schools and benchmark best practices Develop SOPs for plantation and kitchen gardens Design innovative solar and green energy initiatives Convergence with external and internal partners to make 100% plantation coverage in schools.
<p>PROJECT MANAGEMENT (1)</p>	<ul style="list-style-type: none"> Area of work <ul style="list-style-type: none"> Project Management of fellows and their scope of work Intended Outcome: <ul style="list-style-type: none"> Effective, integrated, comprehensive and real-time dashboard of all verticals to facilitate timely decision making Objectives <ul style="list-style-type: none"> Track the deliverables of all fellows. Track the delivery of innovative programs assigned in each vertical. Highlight deviations and issues in the tasks carried out by fellows in stipulated time period. Define the escalation mechanism for timely resolution of issues. Create knowledge base of documents in the entire implementation of the fellowship. Provide weekly progress presentations to Secretary, APSWREIS & Principal Secretary, Social Welfare. Maintain attendance and leave records of the fellows