

SCOPE OF WORK

Volunteer Position

Neeti Foundation Library Corners Project

1. About Neeti Foundation

Neeti Foundation is a non-profit organization dedicated to promoting quality education and literacy development in underserved communities across India. With a strong commitment to bridging educational gaps, Neeti Foundation works closely with government schools, educational authorities, and local communities to create sustainable learning environments that empower children and foster a culture of reading and learning.

Through innovative programs and strategic partnerships, Neeti Foundation aims to ensure that every child has access to quality educational resources and opportunities that will help them reach their full potential.

2. About Library Corners Project

The Library Corners Project is a flagship initiative of Neeti Foundation designed to transform reading culture in government schools. The project establishes dedicated library spaces within classrooms, stocked with age-appropriate, engaging books that inspire children to develop a love for reading in Bongaigaon district in Assam

Key Features of the Library Corners Project:

- Creation of accessible, student-friendly library spaces in government school classrooms
- Provision of carefully curated, age-appropriate reading materials in local languages
- Training and capacity building for teachers to facilitate reading activities
- Regular support to ensure sustained engagement and impact

3. Main Tasks and Responsibilities of Volunteer

3.1 Field Visits and On-Site Observation

- Travel to selected schools in the project area to undertake hands-on observation of Library Corners implementation
- Conduct classroom visits to assess the physical setup, book organization, and student engagement with library materials
- Observe and document reading activities, teacher facilitation methods, and student participation levels
- Interact with students to understand their reading preferences and experiences with Library Corners
- Engage with teachers and school administrators to gather feedback on program implementation

3.2 Coordination and Communication

- Act as a bridge between the field implementation team and the Neeti Foundation central team
- Maintain regular interaction with the SSA (Sarva Shiksha Abhiyan) team in Bongaigaon district
- Facilitate communication between schools, local authorities, and Neeti Foundation team
- Coordinate logistics for field visits and ensure timely completion of assigned task

3.3 Reporting and Documentation

- Provide comprehensive weekly insights and updates to the Neeti Foundation team
- Document observations, challenges, and successes from field visits through written reports
- Capture photographic evidence of Library Corners implementation (with appropriate permissions)
- Share qualitative and quantitative data on program implementation and impact
- Highlight best practices and areas requiring additional support or intervention

3.4 Capacity Building and Training

- Attend weekly online training sessions organized by Neeti Foundation
- Observe programs to understand project objectives, methodologies, and reporting formats
- Collaborate with other volunteers and team members to share learnings and insights

4. Work Schedule and Time Commitment

- **Days of Work:** 10 days per month
- **Field Visits:** As scheduled based on project needs and school availability
- **Weekly Online Training:** Mandatory attendance at scheduled sessions
- **Reporting:** Weekly submission of field reports and insights as agreed with Neeti team

5. Honorarium and Compensation

- **Daily Honorarium Rate:** ₹500 per day of work
- **Monthly Compensation:** ₹5,000 (based on 10 working days)
- **Payment Schedule:** To be disbursed as per Neeti Foundation's payment policy

6. Desired Qualifications and Skills

- Interest and passion for education and literacy development
- Good communication skills in local language (Assamese) and English
- Ability to work independently and take initiative in the field
- Basic documentation and report writing skills
- Willingness to travel to rural and remote school locations
- Proficiency in using basic technology (smartphone, email, video conferencing)
- Previous experience in education or social sector work (preferred but not mandatory)

7. Support Provided by Neeti Foundation

- Comprehensive orientation and training on project objectives and methodologies
- Weekly online training and mentoring sessions
- Regular guidance and support from Neeti Foundation team
- Reporting templates and documentation guidelines
- Opportunity to be part of a meaningful education initiative and contribute to social change

8. Duration of Engagement

The volunteer engagement is project-based for 3 months and will be reviewed periodically. The initial engagement period will be defined based on project requirements, with the possibility of extension based on performance and project needs.

9. Application Process

Reference and Applications will be reviewed by Neeti Foundation, and shortlisted candidates will be contacted for further discussions.

10. Contact Information

For more information or to apply, please contact:

Neeti Foundation

Email: rajashrineetifoundationindia@gmail.com

Website: neetifoundationindia.org
