



TERMS OF REFERENCE

Post Title: Intern (Library professional Development)

Organisation Unit: Parag Initiative, Tata Trusts

Duration: 2 months

Background

Parag, an initiative of the TATA Trusts, was set up to support the development of and access to good quality story books for children in Indian languages. We support school and community libraries so that children have free access to books and an open and vibrant environment that supports reading for pleasure. We also work to nurture the children's literature sector through awards, professional courses and linking various stakeholders together through events for teachers, librarians and facilitators. Over the past decade, Parag has worked with several organizations to support, establish and promote children's libraries and reading for pleasure. We have supported classroom and school libraries, community and village libraries and also public libraries. In 2015, Parag took the first step to set up and run libraries directly. The aim is to establish best practices and a model that can be used by others doing library work across the country. Parag Initiative Tata trusts' Library Educator's Course (or LEC), is a first-of-its-kind professional development course for librarians, teachers and other practitioners focused on setting up and running vibrant children's libraries. LEC has been designed to help practitioners to imagine the library as an open and creative space for all curricular areas, especially reading for pleasure. To know more visit <https://paragreads.in/>

Locations:

Delhi with travel as required

Qualification:

MA or BA Preferably in Education or Social Science.

Purpose of the Internship

The Library Educator's Course has completed 4 batches of Hindi and 2 batches of English. Parag is keen to understand the impact of the course on alumni, their current status, work on the field and growth since course completion. The intern will be responsible for creating an alumni tracker and an alumni report through the following activities.



- Study LEC reports, batch profiles, speak to team and develop a plan for the tasks.
- Create and finalise a format for tracking alumni
- Create and finalise an alumni questionnaire to be sent to alumni and their organisational heads.
- Coordinate and reach out to alumni, get the LEC alumni database updated and complete all fields required in the tracker.
- Analyse the data received and present a comprehensive report.
- Visit at least 2 alumni sites in consultation with the team to corroborate the data provided; Use this opportunity to create two case studies to include in the report.
- Any other work assigned.

Outputs:

- Create and complete LEC Alumni Tracker sheet with analysis.
- Develop at least 2 LEC Alumni case studies

Duration of assignment, duty station and expected places of travel:

- The internship will be for a period of minimum 45 days and maximum of 3 months.
- The intern will be provided with a basic remuneration.
- Duty station is New Delhi.
- The internship will require traveling and the cost will be covered by Tata Trusts.

Profile of the Intern

- Self-motivated and disciplined to complete the work within the required timelines and desired quality.
- Experience of research and data collection, analysis and documentation.
- Written and spoken proficiency in Hindi and English
- Proficient in computer skills and having knowledge of automated systems
- Strong organizational, communication and interpersonal skills
- Ability to travel on their own
- Ability to perform a variety of administrative tasks.
- Must be able to work independently and cohesively with the team.
- Keen interest and understanding of children's literature and libraries is an advantage

Monitoring of Tasks

The intern will work under the primary supervision of the LEC Anchor