

Terms of Reference

Intern- Evidence Generation & Knowledge Management (09 Months)

No. of Positions: 03

Centre of Excellence, Rajasthan Police Academy, Jaipur

Purpose of the assignment

The purpose of this assignment is to generate credible evidence and enable better knowledge management on issues related to Police subjects by adopting suitable research methodology so as to bolster learning, capacity building, coordination and response capabilities of the Police organization, as a resultant.

Basic objectives of the Assignment

1. To conduct a study /survey on Police subject.
2. Design questionnaires, collect and collate data from different sources/ field, data analysis and documentation.
3. Travel to different districts of Rajasthan to conduct field survey.
4. Prepare case studies on the topic of research study (as demanded by the nature of study).
5. Conduct Focus Group Discussion with survey participants and concerned stakeholders (as demanded by the nature of study).
6. Procurement of all raw data (information collected from the respondents in all forms), for submitting to the authorities at RPA.
7. Data analysis and interpretation in a detailed and meaningful manner using statistical packages such as SPSS.
8. Documentation of consolidated study/ survey report. Review the report and ensure preparation of its 'ready to print version', in consultation with the designated authorities at RPA.
9. Participate in Meetings and Workshops, take minutes and submit reports.
10. Regular consultations with the research and knowledge management team for successful conduction and completion of the study.
11. To facilitate and participate, whenever required, in meetings and workshops.



12. Ensure submission of weekly & monthly reports pertaining to the progress of research study/ survey throughout the tenure of internship at RPA to the concerned authorities.
13. Assist in the designing, development and publication of simplified IEC material on Child Protection, women safety, cyber safety and related issues.
14. Provide support in planning and organizing various trainings at RPA and in the outreach training programs, whenever required.
15. Undertake other responsibilities not outlined above but are related with research work.
16. Any other task assigned by the authorities at RPA.

Qualifications

The candidate applying for the position must have completed Graduation as on 01st March, 2022 from a recognized University in relevant disciplines of Social Sciences such as Psychology, Sociology, Law, Social Work, Anthropology, Criminology and Forensic Sciences. Prior experience of research internship, working knowledge of SPSS and a higher degree shall be an added advantage.

Duty station

This is **full time position based at Jaipur**. The duty station during the contract duration shall be Rajasthan Police Academy, Jaipur. However, this would involve travel to Districts for the purpose of research study.

Duration of consultancy

The duration of the internship shall be **09 months** from the date of joining. The tenure of Internship shall not be extended.

Cost of consultancy

During the tenure of internship, the candidate shall be entitled to a **consolidated monthly stipend of Rs. 15,000/-**. The candidate has to arrange for boarding/ lodging and daily commutation on his/her own. No other cost shall be paid for daily commutation to the duty station and for the local travel involved in the conduction of research study.



TA/ DA shall be paid separately in case of field travel (to other Districts) involved in the conduction of research study/ data collection. The reimbursements shall be based as per actual expenditure upon presentation of verified bills.

- The stipend is strictly based on the submission of monthly deliverables
- Stipend of every month shall **only** be paid upon regular submission of weekly/ monthly progress reports.
- Stipend of the last month of the internship shall **only** be paid upon final approval of the study report by the authorities. ***If the candidate fails to submit the complete and approved report in 'ready to print' format, the stipend of the last month shall not be released under any circumstances.***

Leave and other policy

The candidate shall be working as per the Rajasthan Government calendar year. The leaves admissible will be 09 (one leave per month) paid leaves during your tenure of engagement with RPA. Leaves more than this, shall be unpaid. State Government holidays as per the calendar to be followed.

Submission of Application

The last date for submitting the applications is **26th February, 2022**. The eligible candidates may submit a cover letter and detailed resume on **cdpsmrpa.research@gmail.com **or**** hard copy of the application may be sent to Assistant Director- CDPSM, Abhigyan Bhawan, Rajasthan Police Academy, Near SBI ATM, Panipech, Nehru Nagar, Jaipur- 302016.

****Note: The applications must contain:***

- ***A cover note stating the eligibility for the position***
- ***Statement of purpose***
- ***Detailed and updated resume***

Applications without any of these enclosures shall summarily be rejected.

