

TOR for Annual Report

MelJol is a non-governmental organization (NGO) registered under the Societies Registration Act. MelJol was initiated as a field action project of Family and Child Welfare department of Tata Institute of Social Sciences, Mumbai in December 1991 by Jeroo Billimoria. Since its inception MelJol has focussed on fostering healthy attitudes in children, creating awareness of the different needs of children from different backgrounds, and building spirit of confidence and entrepreneurship in order to create a civil society based on the co-existence and achievement. MelJol has been working with children and youth from socio economic backward regions for the past 25 years and using the tools of social and financial education to help them break the cycle of poverty and face life with confidence. All MelJol's work is based on The United Nations Convention on the Rights of the Child, 1990 (CRC) and the constitution of India.

cope of work:

The selected organization or individual will be preparing organisations annual report of 2 years. The task involved developing the content and designing the annual report. The report should represent organizations programs, projects, scale, success stories, achievements, etc. in a professional manner. This is limited partnership for preparing Annual reports.

Key deliverables:

1. Creating comprehensive content/report of organizational programs and projects for the year
2. Incorporating feedback as suggested by organization
3. Need at list 18 pages report
4. Should include graphics, quality photograph
5. Case stories/ success stories from projects

Expertise required:

Experience in documentation and preparing the Annual report or similar reports for reputed organization.

Timeline

1st draft – 10 days from signing of MOU

2nd draft – 5 days after sharing feed back

Final – 10 days after approval on the 2nd draft

The interested party should submit the following;

1. Curriculum Vitae