

Application has to be submitted on www.inductusjobs.com/un

Position: Consultant – Communication Expert at Department of Public Enterprises

Employing Agency (Employer): Inductus Limited

Duration of the contract: 12 months **01-Feb-2024 to 3-Jan-2025** from the date of appointment

Remuneration: Gross compensation budgeted for the position is attractive. Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history. **(Current & Expected professional fee has to be quoted on portal)**

Note: *"It is a consultancy position for which the candidates are required to quote an all-inclusive monthly fee. The position requires travel outside the duty station. Inductus will arrange the travel. OPE costs for any outstation travel / travel outside duty stations, would be paid to the consultant by Inductus based on standard rates prevalent in the respective State. No other fee/ expenses would be paid or reimbursed apart from the above"*

No. of Vacancy: 1

Duty Station: New Delhi

Reporting Line:

- 1) Technical: **Deputy Director (Policy Division -II), DPE, New Delhi.**
- 2) Administrative: **Inductus Global Limited**

Last Date for Application: 25 December 2023 (Mid Night)

Application has to be submitted on: www.inductusjobs.com/un **(No applications will be considered by other means)**

CONTENT OF TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Consultant – Communication Expert at Department of Public Enterprises

1. BACKGROUND/RATIONALE

The Department of Public Enterprises, Ministry of Finance is the coordinating Department of Government of India in respect of Central Public Sector Enterprises (CPSEs). As part of its mandate, DPE prescribes annual theme for CSR expenditure of CPSEs and guides CSR expenditure of CPSEs towards aspirational districts. ORGANIZATION has worked in India for over seven decades to support national and state governments in ensuring that every child born in this country gets the best start of life and develops to their full potential to realize their rights.

Guided by India's national priorities and the Sustainable Development Goals (SDGs), ORGANIZATION's current five-year programme of cooperation jointly signed with Government of India (Ministry of Women and Child Development), contributes to national flagship efforts to give every child access to quality care, protection and education. ORGANIZATION can be a good knowledge partner in driving CSR activities of CPSEs towards the current theme of 'Health & Nutrition'.

The aim of the collaboration is to facilitate ORGANIZATION to work as a 'Knowledge Partner' with DPE for effective and strategic utilization of their CSR expenditure of CPSEs. The Communication Expert will be responsible for carrying out the activities pertaining to communication (including Development communication) and media (includes Social media) as per the needs of DPE-ORGANIZATION collaboration.

2. PURPOSE OF ASSIGNMENT

The purpose of this assignment is to engage a Communication Expert who will be responsible for carrying out the activities pertaining to communication (including Development communication) and media (includes Social media) as per the needs of DPE-ORGANIZATION collaboration.

3. OBJECTIVES

- Develop a communication strategy for DPE-ORGANIZATION collaboration.
- Enhancing the virtual presence of DPE with focus on media outreach and CSR related initiatives, guidelines etc.
- Creation of appropriate Social media contents
- Work with CSR TSU of DPE on various elements of CSR activities of CPSEs.
- Facilitate organisation of Events, Conferences, Workshops, Webinars to be organised by DPE-ORGANIZATION.
- Prepare reports of events, programs etc., and
- perform any other related tasks or as may be assigned.

4. MAJOR TASKS TO BE ACCOMPLISHED

- Develop a communication strategy for DPE-ORGANIZATION collaboration.
- Enhancing the virtual presence of DPE with focus on media outreach and CSR related initiatives, guidelines etc.
- Creation of appropriate Social media contents
- Work with CSR TSU of DPE on various elements of CSR activities of CPSEs.
- Facilitate organisation of Events, Conferences, Workshops, Webinars to be organised by DPE-ORGANIZATION.
- Prepare reports of events, programs etc.
- Perform any other related tasks or as may be assigned.

5. DELIVERABLES AND DEADLINES

S. No.	Major Task	Deliverable	Specific delivery date/deadline for deliverable	Estimated travel required for completion of deliverable
1	Work in teams to coordinate and collaborate to provide support to CPSEs Nodal Officers, Non-Governmental Organization (NGOs), District Authorities of Aspirational Districts (ADs) and other stakeholders involved in identification and prioritization of CSR initiatives.	<ul style="list-style-type: none"> ● Monthly Progress Report ● List of CPSEs and other stakeholders engaged with along with summary of engagement 	Monthly	NA
2	Assist in organizing Events, Conferences, Workshops, Webinars for capacity building of executives of CPSEs & other stakeholders in CSR implementation	<ul style="list-style-type: none"> ● Calendar of capacity building of activities for the quarter ● Intense promotion of the proposed workshops ensuring relevant participation from targeted CPSE's and local administration from AD's 	Monthly	2 days X 4 times = 8 days
3	Facilitate in drafting communication to stakeholders like letters, emails, etc. and finalization of minutes of meetings with CPSE Nodal Officers, District Magistrate (DMs) of ADs, CSR representatives of eligible organizations, NGOs and	<ul style="list-style-type: none"> ● Monthly summary 	Monthly	NA

S. No.	Major Task	Deliverable	Specific delivery date/deadline for deliverable	Estimated travel required for completion of deliverable
	Implementing partners, etc.			
4	Conduct desk research like need and impact assessment, compile success stories, etc	<ul style="list-style-type: none"> Monthly summary 	Monthly	NA
5	Perform any other related tasks or as may be assigned		Monthly	NA

6. DUTY STATION: New Delhi

7. TECHNICAL SUPERVISOR:

Technical supervision: Deputy Director (Policy Division -II), DPE, New Delhi

8. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION): Yes

Travel 2 days in a quarter from 1st February 2024 to 31st January 2025 (4 travels of 2 days each.

9. ESTIMATED DURATION OF CONTRACT: 12 months

12 months (1st February 2024 to 31st January 2025)

10. QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL)/ LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT (Please use as applicable):-

- Master's degree in Communication/ Social Work/ Development Communication/ Media Studies/ Other related fields is essential with minimum 3 years of overall work experience
- Minimum 1 year of relevant work experience in development sector and exposure to govt sector is required
- Any experience of working with the GoI ministries/ departments would be an added advantage
- Proficiency of MS Excel and PowerPoint is essential.
- Knowledge of English / Hindi is essential.

11. PAYMENT SCHEDULE:

Payment will be made on monthly basis upon receipt of the deliverable and certified invoice by supervisor

12. PERFORMANCE REVIEWS:

The performance of candidates at the consultancy will be reviewed as against their deliverables quality, timeliness, and their relationship with state departments to facilitate the results for children and women.