

Applications to be submitted on: www.inductusjobs.com/un (no other means is considered) pdf format only

Position: Data Management Officer - Mission LiFE/Meri LiFE for MoE Forests & Climate Change

Employing Agency (Employer): Inductus Limited

Duration of the contract: 1st November 2024 to 31st May 2025

Remuneration: Gross compensation budgeted for the position is very attractive. Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history. Applicants to mention their current professional fee & expected professional fee on www.inductusjobs.com/un

No. of Vacancy: 1 (ONE)

Duty Station: New Delhi

Reporting Line:

1. Administrative Supervision- Inductus Limited
2. Advisor, LiFE cell, Ministry of Environment, Forests and Climate Change
3. Adolescent and Youth Development Specialist, UNICEF YuWaah'

Last Date for Application: 26th October 2024 (Mid Night)

TERMS OF REFERENCE

1. BACKGROUND / RATIONALE

YuWaah (Generation Unlimited/GenU) is a **UN ORGANISATION-initiated multi-stakeholder global platform**, that aims to prepare young people to transition from education and learning to productive work and active citizenship. YuWaah is working to focus on engagement, learning, skill development and employment of young people. Envisaged as a strategic, long-term initiative, YuWaah will serve as the much-needed bridge between solution providers, private sector, Government of India, academia, and civil society organizations to fund and scale-up innovative and effective solutions. By 2030, in India, YuWaah aims to partner with 300 million young people as change-makers and create spaces for developing their leadership.

In India, YuWaah and UN ORGANISATION have supported the Ministry of Environment, Forest and Climate Change to develop Meri LiFE – a digital innovation platform for young people to

hone their green skills, climate sensitivity and leadership towards combating climate change. The platform has been built in conjunction with Mission LiFE – announced by the Prime Minister of India Shri Narendra Modi at the 2021 UN Climate Change Conference (UNFCCC COP 26), as a movement focused on bringing individual behaviours to the forefront of the global climate change narrative.

This document outlines the scope of work for hiring of an external consultant to support the data management efforts for Mission LiFE and Meri LiFE.

2. PURPOSE OF ASSIGNMENT

The purpose of the assignment is to support data-driven decision-making and enhance knowledge sharing for climate action initiatives under Mission LiFE and Meri LiFE.

- Collect, validate, analyze, and compile data to generate insights that inform future campaigns and actions.
- Prepare reports, presentations, and communication materials to facilitate knowledge management and stakeholder engagement.

3. MAJOR TASKS TO BE ACCOMPLISHED

- **Data Collection & Validation:** Coordinate closely with the MoEFCC focal point and UN ORGANISATION YuWaah teams to gather, validate, and ensure the accuracy of data reported on the Meri LiFE platform and under Mission LiFE.
- **Data Analysis:** Support the analysis of data from various sources, including government agencies, civil society, and young people, to evaluate the quality of climate change actions being undertaken across India.
- **Data Compilation & Insights:** Assist in the compilation of relevant data to generate actionable insights, which will inform the planning and implementation of future campaigns at both national and global levels.
- **Report & Presentation Preparation:** Contribute to the creation of insightful reports and presentations for a wide range of stakeholders, including public, private, and youth partners.
- **Knowledge Management & Communication:** Assist in the preparation of briefing notes, meeting documentation, and newsletters to enhance knowledge sharing communication on climate change and environmental sustainability, with regular updates on progress.

4. DELIVERABLES AND DEADLINES

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable
1	Support the analysis of data from various sources, including government agencies, civil society, and young people, to evaluate the quality of climate change actions being undertaken across India.	Monthly report with summary of progress achieved & next steps	Monthly

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable
2	Assist in the compilation of relevant data to generate actionable insights, which will inform the planning and implementation of future campaigns at both national and global levels.	Monthly report with summary of progress achieved & next steps	Monthly
3	Contribute to the creation of insightful reports and presentations for a wide range of stakeholders, including public, private, and youth partners.	Monthly report with summary of progress achieved and next steps	Monthly
4	Assist in the preparation of briefing notes, meeting documentation, and newsletters to enhance knowledge sharing and communication on climate change and environmental sustainability, with regular updates on progress.	Monthly report with summary of progress achieved and next steps	Monthly
5	Coordinate closely with the MoEFCC focal point and UN ORGANISATION YuWaah teams to gather, validate, and ensure the accuracy of data reported on the Meri LiFE platform and under Mission LiFE.	Monthly report with summary of progress achieved and next steps	Monthly

5. DUTY STATION : New Delhi

6. SUPERVISOR

- Administrative Supervision: Advisor, LiFE cell, Ministry of Environment, Forests and Climate Change
- Technical supervision: (including invoice certification and performance evaluation) - Manasa Priya Vasudevan, Youth & Adolescent Development Specialist

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION) None

8. ESTIMATED DURATION OF CONTRACT: 8 months (15th October 2024 to 31st May 2025)

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

Education: Bachelor's degree in economics, social sciences, statistics, monitoring & evaluation, or a related field.

Experience:

- At least 2 years of experience in data analysis, program implementation, monitoring, and evaluation.
- Previous work in developing countries and/or field experience is an asset.

Skills and Competencies:

- Strong ability to analyze and synthesize complex data from various sources.
- Excellent verbal and written communication skills, particularly in reporting and presenting data-driven insights.
- Proven ability to work inclusively and collaboratively with a range of stakeholders, including government, civil society, and youth organizations.
- Proficiency in data analysis tools and software (e.g., Excel, SPSS, or similar platforms).
- Experience working with database management systems and data validation.
- Understanding of monitoring and evaluation frameworks, preferably related to climate change or youth engagement.
- Ability to work under tight deadlines and manage multiple projects simultaneously.
- Capacity to develop partnerships and networks within the areas of monitoring and evaluation.
- Strong understanding of quantitative and qualitative research methods.
- Skilled in knowledge management, including creating briefing notes, meeting reports, and newsletters.

Languages:

- Fluency in English is required.
- Proficiency in Hindi or other regional languages is desirable

13. PAYMENT SCHEDULE

- The payments will be done on a monthly basis upon raising approved deliverables and other related formats