

WOMEN DEVELOPMENT CORPORATION, BIHAR

Hiring the Service of full time Consultants under Gender Resource Centre of Women Development Corporation

Background:

The Women Development Corporation, Bihar under the aegis of Dept. of Social Welfare, Govt. of Bihar is a society registered under the Societies Registration Act, 1860. The objective of the Corporation is to implement programmes for empowerment of women in the state and to formulate, promote and implement various schemes aimed at the development of women in Bihar.

The vision is to ensure overall survival, development, protection and participation of women and adolescent girls in the state. It is currently implementing plans of action, programme and schemes for advancement of women and adolescent girls with the support of Civil Society Organizations, Community Based organizations, Professional & technical agencies for achieving its mandate, in addition to the regular support from the state government.

Gender Resource Centre

A Gender Resource centre has been established under the Women Development Corporation with the mission to establish 'Gender Just Development Thinking' by ensuring that all policies, provisions and practices are gender inclusive. The Gender Resource Centre has been designated as the nodal agency for Gender Budgeting in the state by the Dept. of Social Welfare, Govt. of Bihar.

The objective of the Gender Resource Centre are as follows :

1. Undertake quality research, develop evidences based strategies and innovative schemes to address existing gaps in policies, laws and programmes on women and girls.
2. Strengthen capacities of all key stakeholders for building gender responsive analysis, strategies, monitoring into all programmes and policies.
3. Promote effective planning, coordination and monitoring for more effective delivery of women and girls empowerment programmes by nodal state government department.
4. Facilitate effective implementation of the state policy of empowerment of women and the detailed action plan by the various government departments.

Invitation of application

Women Development Corporation invites applications from eligible individuals for full time consultancy under the Gender Resource Centre. The offer of consultancy shall be for a period of 05 years based on the need and performance of the consultant, which may be terminated, if required with a notice of 2 months.

Position Title	Principal Consultant-1
Position Purpose	The Principal consultant shall be responsible for leading the GRC in providing support to the Women Development Corporation in policy formulation and implementation.
Major Responsibilities	<ul style="list-style-type: none"> • Technical Support in creation of gender policy frameworks and strategic implementation plan for the state government • Collaboration with the various state departments to ensure in-depth consultation towards developing gender policy frameworks • Review of and assisting with development of programmatic and department level gender policies and strategies • Review of and assisting the development of gender responsive budgets, rules and regulations (code of conduct), other provisions of suggestions and engender inputs to enhance the status of women • Functioning as the focal point of information on all gender policies and strategies across the state. • Development and contextualisation of gender mainstreaming tools to assist in the operationalization of the gender policy framework • Liaise with technical advisors, donors and members of the national / international community and civil society regarding gender issues • Raising the profile of the gender discourse and strengthening the debate on gender policies and programs among stakeholders and media • Outline and propose the implementation of additional affirmative/action projects to enhance the status of disadvantaged women • Spearhead the process of establishment of GRC, organize regular meetings and ensure that the mechanisms of representation, accountability and documentation are maintained • To mobilise resources and funding where required for the GRC • To Channelize and coordinate the existing resources of WDC for gender-based initiatives • Convergent actions and programmes • Help in monitoring & managing 181 centre
Eligibility Criteria	Candidate should be well organized, able to work independently, skilled at handling multiple task, able to meet deadlines, work in stressful situation and will to travel

	<p>extensively. Other specific qualifications should include at a minimum:</p> <ul style="list-style-type: none"> • Post Graduate in social science/ Rural Development/ PGDM from a premier Institute along with a Management Degree. With the enactment of CSR Act experience and certificate course in CSR is desirable from a recognized institution. • A minimum of 15-18 years of experience in conceptualizing and executing gender focused programs at regional / national level • Adequate experience of working in a leadership role in CSR/CSOs • Well versed in writing / developing content to support policy advocacy for gender related issues • Having potential to do multiple tasking, dealing with complex issues related to government coordination, partner capacity-building and consensus building among stakeholders • Demonstrate experience in critically thinking and communicating persuasively on sensitive issues to a wide range of audiences, including corporate, government and media • Experience in training design and evaluation • Experience in monitoring large projects and providing full-fledged support to a large team • Experience in offering oversight to consultants engaged for specific tasks • Experience in evaluation and impact assessment • Experience in research / gender budgeting / recourse mobilization • Fluency in English and Hindi speaking and writing.

The Principal Consultant, GRC shall be supported by 3 thematic consultants : (i) Sr. Consultant- Research & Development, (ii) Sr. Consultant- Communication & Networking and (iii) Sr. Consultant – Gender Budgeting & Resource Mobilization.

The major responsibilities of the thematic consultants under GRC are as follows :

- Serve as the GRC's technical focal point on gender mainstreaming issues, keep contacts with inter-department seniors and colleagues and ensure proper networking with respective colleagues in other offices/sub-offices
- Monitor and report on implementation of the state Gender policies on a regular basis;
- Support development of gender-related information materials
- Compile and disseminate best practices and lessons learnt on gender mainstreaming;

- Support Principal Consultant to identify the training needs of state department officials on gender and tools in collaboration
- Document challenges and best practices/strategies that have been adopted in the inclusion of women
- Report on a regular basis to the Principal Consultant
- Ensure skill up-gradation by attending capacity development programmes to be held on gender concerns and specifically gender mainstreaming issues at the provincial and the central level
- Able to address challenges that arise in the implementation of work that seeks to include women in development challenges
- Support Principal Consultant in developing projects and programmes on Gender issues for resource mobilization
- Provide technical support /advice in collaboration with the Principal Consultant- GRC, where required on gender mainstreaming requirements

Position Title	Senior Consultant (Research & Documentation) – 1
Position Purpose	The Senior consultant shall provide technical support to the GRC in the thematic domain for functioning of the institution
Specific Responsibilities	<ul style="list-style-type: none"> • Conduct activities, which include research and documentation, awareness-generation on women's issues at the state level • Collate and document information, disaggregated data relating to various sectoral areas like health, education etc, particularly with regard to women • Undertake empirical as well as desk based studies to review implementation of gender sensitive health policies and programmes • Gender ideas/ themes to undertake research studies to assist in framing policies and programmes under the convergence mandate of the mission. Coordinate and monitor the commissioned studies. • Use of innovative methods such as case documentation and video documentation • To undertake social research and policy analysis on problems and processes of gender development especially in the state of Bihar. • Create a knowledge Data bank for WDC on gender related issues. • Any other task assigned by the Principal Consultant / PD/ MD, WDC.
Eligibility Criteria	<ul style="list-style-type: none"> • Master's Degree /Management Degree /Post Graduate Diploma (full time) in Social Science/ Rural Development from premier institute • At least 8-10 years of experience with a minimum 5 years experience in managing M&E / Learning

	<p>programs/ Research /Programme Management</p> <ul style="list-style-type: none"> • Must demonstrate appropriate technical knowledge and expertise on Research and Learning related to technical areas, which will range from design, development, management and the use of performance indicators and various research/evaluation methodologies to determine outcomes • Ability to manage multiple activities simultaneously, dealing with complex issues related to government coordination, partner capacity-building and consensus building among stakeholders • Experience in training design and evaluation • Experience overseeing consulting assignments leading to the production of high quality reports and communication material • Experience in roll out of training and capacity building program related to gender issues • Excellent Report writing skills • English, & Hindi are essential
Proficiency	<ul style="list-style-type: none"> • Minimum experience of 5 years in Research / Programme Management is desirable • Must have computer knowledge and ability to work in various MS Office and data analysis • Good skills in programme management , documentation • Previous experience of working with the government

Position Title	Senior Consultant (Communication & Networking) – 1
Position Purpose	The Senior consultant shall provide technical support to the GRC in the thematic domain for functioning of the institution
Specific Responsibilities	<ul style="list-style-type: none"> • Development of IEC materials and training manuals/reference materials/modules. • Ensure timely developing, designing, printing of materials both electronic and manual (e.g. websites, leaflets and brochures) • Developing, promoting and maintaining social and new age media platforms Gender messaging • Support & facilitation and content development of media programme for awareness generation • Planning media campaigns • Liaising with communication agencies and media • Record and prepare minutes of meetings • Facilitation towards preparation of news reports, press releases and other forms of internal and external

	<p>communications</p> <ul style="list-style-type: none"> • Liaise with and strengthen the interface with participating Ministries/Departments, State Governments and other relevant institutions, and the civil society • Liaise and strengthen the interface on social empowerment with participating Departments, other relevant institutions, and the civil society • Evolve multi-media and public service campaign strategies by providing inputs on the specific domain area • Any other task assigned by the Principal Consultant/PD/MD, WDC
Eligibility Criteria	<ul style="list-style-type: none"> • At least 8-10 years of experience in relevant field • Post Graduate in Mass Communications from a reputed institute or Communication or Post Graduate in Linguistic or Social Science (Political Science/ Sociology/ Psychology/ Rural Development) • Understanding and experience of networking, designing and developing social messages for New Age Media (Digital and Mobile) • Experience in developing, designing training module, IEC and evaluation • Experience of networking and liasoning with media, bilateral and multilateral donor agencies. • English & Hindi language skills are essential
Proficiency	<ul style="list-style-type: none"> • 5 years experience in modules development, IECs development, designing is desirable both print and digital. • Good knowledge of computer and ability to work on it effectively and knowledge of spread sheet and presentation packages. • Good understanding and knowledge of women issues and policies and programmes of the government. • Good communication Skills in Public relations, public dealing, information dissemination etc.

Position Title	Senior Consultant (Gender Budgeting & Resource Mobilization) – 1
Position Purpose	The Senior consultant shall provide technical support to the GRC in the thematic domain for functioning of the institution
Specific Responsibilities	<ul style="list-style-type: none"> • Develop concept papers, funding proposals; building and coordinating a proposal development team, engaging experts identifying and managing partners; undertaking a consultative design process

	<ul style="list-style-type: none"> • Suggest issues or proposals related documents in line with guidelines for activities to be taken up for convergence and coordination on the particular domain area • Access fund and support from the public & private sectors • Organize multi-stakeholder discussions • Develop and implement effective strategic plans • Managing budgets, implement the project indicators and monitor them • M&E and process development, creating framework and procedures for the monitoring and evaluation of project activities • Maintain relationships with current and potential corporate & external sponsors and Institutional donors • Report writing and presenting of various activities of GRC • Supervise and guide in conducting activities which includes awareness-generation relating to gender mainstreaming • Undertake gender outcome budget exercise by monitoring the fund utilisation in the programmes and plans of various department which have been mandated by Dept. of Finance, GoB to build in gender components in their annual budget/plan outlay • Liaise with and strengthen the interface with participating Government/ Non Government bodies • Undertake and supervise research studies to assist in framing appropriate policies and programmes under the convergence mandate • Assess the impact of gender development indices; gender outcome and gender audit mechanism and inculcate enabling mechanism in the department for gender budgeting process • Devise strategies to introduce concept of participatory budgeting at grass roots level such as Panchayats, Self-Help Group, etc. • Recommend strategies to be adopted and studies to be conducted with regard to the particular domain area by the State Resource Centres for Women; • Identifying and networking with various agencies and motivating each group of agencies with clear mandate to pursue a policy issue on gender equity • Addressing the key areas for bringing in CSR if WDC required for any project / schemes. • Any other task assigned by the Principal
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	Consultant/PD/MD, WDC.
Eligibility Criteria	<ul style="list-style-type: none"> • At least 8-10 years of experience in relevant field • Master's degree in Economics /Women's Studies / Governance /Gender Studies /Social Sciences- Political Science/ Sociology/ Psychology/ Management/ Post Graduate- Degree/ Diploma in Rural Development • Must demonstrate appropriate technical knowledge and expertise on Research and Learning related to technical areas, which will range from design, development, management and the use of performance indicators and various research/evaluation methodologies to determine outcomes • Experience in concept development and proposal writing • Experience of working for resource mobilization and partnership building • Networking with bilateral and multilateral donor agencies • Ability to manage multiple activities simultaneously, dealing with complex issues related to government coordination, partner capacity-building and consensus building among stakeholders • Experience in training design and evaluation • Experience overseeing consulting assignments leading to the production of high quality reports and communication material • Excellent Report writing skills • English & Hindi language skills are essential
Proficiency	<ul style="list-style-type: none"> • Minimum experience of 5-6 years in proposal development, fund raising and report writing along with management of projects is desirable • Must have computer knowledge and ability to work in various MS Office and data analysis • Previous experience of working with the government and corporate

APPLICATION FORMAT FOR HIRING THE SERVICES OF CONSULTANTS

Position Applied For:

1. Name :
2. Father's Name:
3. Date of Birth:
4. Permanent Address:
5. Address For Correspondence:
6. E-Mail :
7. Mobile No. :
8. Educational Qualification:

(Graduate level onwards)

Degree/Diploma Certificate	Year	College/ Institute/University	Subjects	Division/ Marks

PHOTO

9. Experience (reverse chronological order – latest first):

S. N	Name Of Organisation	Designation	Tenure	Responsibility/Assignment	Achievement

10. Language Proficiency

Language	Read	Write	Understand
English			
Hindi			
Any other, please specify			

11. Computer Proficiency:

12. Any other Relevant to position applied for Information that Applicant may like to add (may use separate sheet if required)

13. References :

Name and Designation	Phone No.

Date
Place:

Name:
Signature

Instruction for filling up the application format:

- a. Application not received in the prescribed format shall be subject to rejection.
- b. If required additional sheet on information may be provided along with application form.
- c. Application format filled up and signed should be submitted/mailed in PDF format to nigamwdc@gmail.com
- d. No support documents apart from filled up application form is required to be submitted along with application.
- e. Only shortlisted candidates shall be called for interview/ test.
- f. The list of shortlisted candidates shall be posted on the WDC website.
- g. The required supporting documents/mark sheets/certificates/ID Proof shall be brought during the time of interview/ test in form of photocopy & original.
- h. The original will be returned back immediately after verification.
- i. Any legal dispute shall be subject to Patna jurisdiction.
- j. Any false claims made in the application shall be liable for punitive action.