



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)
Sector 9, Dwarka, New Delhi – 110077

Date: 11.07.2022

Advertisement for the Post of CONSULTANTS

CONSULTANTS

The WomenWorks Programme will recruit 5 Consultants with specialized domain knowledge who will be responsible for supporting the Project Head for providing strategic direction to the programme. Each Consultant will be leading one of the following 5 verticals -

- **Capacity Development**
- **Monitoring and Evaluation**
- **Operations Management**
- **Strategic Partnerships and Communications**
- **Business Development and Strategy**

ROLES AND RESPONSIBILITIES OF CONSULTANTS

- Each consultant shall provide domain specific inputs and prepare SoPs for implementation for different levels of intervention.
- Each Consultant will mentor 10 Fellows - to provide regular support and guidance
- All consultants shall work with 1 Associate Consultant who holds expertise in the same field/ domain
- They will be responsible for regularly holding meetings at Anagwadi Hub Centres (AHCs); participating in on-ground work to assess the needs of the programme and support the Fellows
- The Consultants will split their time between the Anganwadi Hub Centres and Delhi Skill and Entrepreneurship University
- They will be responsible for leading the programme in their area of expertise and for advising the Project Head on all issues related to their domain

- The Consultants will also be responsible for documentation and periodic reporting of progress and preparation of case studies, fact sheets, status reports, etc.
- Manage ad hoc tasks if any, assigned by the competent authority.

The expertise-specific roles and responsibilities of the Consultants will be as follows:

CAPACITY BUILDING CONSULTANT

- Conduct a needs assessment for the women at AHCs to identify the specific skills in which the women need training
- Based on the findings from the needs assessment, prepare a capacity development plan and ensure its timely implementation
- Work closely with Programme Head to develop, create a yearly trainings calendar which covers all the 120 AHCs
- Develop training material and organize good quality trainers to conduct these sessions for all the women entrepreneurs
- The capacity building programs should include both soft skill training such as leadership, negotiation, networking, communications, etc., as well as technical skills including information and communications technologies (ICTs), financial management, quality control etc.
- The Project Consultant along with the Fellows have to identify community leaders who will be responsible for sustaining activities in the hub; identify and organize capacity building programs for them.

MONITORING AND EVALUATION CONSULTANT

- To set up a robust monitoring and evaluation (M&E) system to support WW
- Develop monitoring and impact indicators; periodically review the performance of indicators and make adjustments as needed
- Provide regular, rigorous analysis and updates to the Project Head regarding progress and the specific challenges faced
- Develop monthly project progress tracking sheets
- Generate critical lessons learned, impact achieved and good practices; produce reports on the progress
- Should have excellent knowledge of monitoring and the application of methodology; good understanding of capacity assessment methodologies.

OPERATIONS MANAGEMENT CONSULTANT

- Strategize and oversee community mobilization strategy with the Fellows on ground; commitment to make frequent and regular field visits
- Coordinate with M&E to monitor underperforming AHCs and work with the Fellows there to improve performance of those Centres

- Set agenda and organize monthly support meetings with fellows; design and develop regular training programmes that respond to the learning needs of WW Fellows
- Track performance of the fellows and create a continuous feedback & assessment system
- Maintain the annual project calendar and milestones
- Support the operational and logistical needs of the fellows at the AHCs
- Receives, reviews and resolves grievances that may arise in the fellowship
- Responsible for Periodic/ Annual fellow review.

STRATEGIC PARTNERSHIPS AND COMMUNICATIONS CONSULTANT

- Drive central partnerships and market linkages to sell and promote products/services produced by women at AHCs
- Initiate strategic partnerships with key stakeholders including government departments, non-governmental organizations, media houses, corporate firms, charitable foundations etc who can support women entrepreneurs in accessing funds and selling products/services
- Track government schemes for women entrepreneurs that will help women avail any government provided benefits
- Help design and conduct sessions to train fellows and women at AHCs in suitable branding and marketing strategy
- Support the fellows in developing communication and outreach strategies for specific businesses undertaken by the women entrepreneurs.

BUSINESS DEVELOPMENT AND STRATEGY CONSULTANT

- Responsible for helping women navigate the hurdles in setting up a new enterprise.
- Support the Fellows in different aspects of helping set up a new business, including the following domains: keeping accounts, managing finance, legal work, packaging, building a brand and sales etc
- Ensure quality control of products/services and create robust quality assurance tracking system
- Ensure up to date due diligence of women led businesses is conducted and documented; provide technical support as required
- Develop business strategies which are sustainable in the long term and help the women entrepreneurs gradually expand their business without the support of Fellows
- Strategize business activities and research according to the needs outlined by the women entrepreneurs.

REQUIRED QUALIFICATIONS

Essential: Bachelor degree in any discipline with minimum 50% (or equivalent CGPA) or Post Graduate degree in any discipline with minimum 50% (or equivalent CGPA)

Desirable: Specialization in Business Administration or any degree related to the 5 verticals specified above.

EXPERIENCE

Essential: Graduate with at least five years of work experience or Post Graduate with at least three years of work experience

Desirable:

- Experience in managing large scale community development projects
- Experience of working in sector specific roles such as marketing, branding, finance, monitoring evaluation or any other domain relevant to the above-mentioned verticals
- Any relevant experience of setting up your own business, working in startups or on programmes promoting entrepreneurship.

LANGUAGE REQUIREMENT: Fluency in English and Hindi is essential.

AGE LIMIT: The candidate should be younger than 35 years of age on 1 January, 2022.

CORE COMPETENCIES

- Excellent people and team skills
- Commitment to do regular fieldwork
- Good communication and presentation skills
- continuously seeks to learn, share knowledge and innovate
- Takes ownership of the project

REMUNERATION: Consultants will receive a monthly remuneration of ₹1,25,000/- (Consolidated)

TERMS OF ENGAGEMENT: The Consultants will be on probation for the first three months, and only after successful review of the activities in the period, will they be allowed to continue for the full length of their contract. The initial term of engagement shall be of two years with a subsequent extension of another one year. The salary shall remain fixed for the entire period of contract (as mentioned above).

HIRING PROCESS

- A two-step hiring process will be followed. In the first step, all applicants will have to submit an online application form before midnight on the last date of submission. Late entries will not be considered

- Shortlisted applicants will receive an email confirmation within first week of August
- In the second stage, selected applicants will be called for an interview round
- Final list of successful applicants will be uploaded on the website and a confirmation email with the next steps will be sent within 10 days.

GENERAL INSTRUCTIONS

- All eligible Nationals of India are encouraged to apply
- Before applying, candidates should ensure that they fulfill all the eligibility criteria.
- No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
- The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
- DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/she does not fulfil the conditions specified in the notification.
- Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
- Original documents will be required to be presented for verification as and when asked by the University.
- The last date for applying is the **31st of July, 2022**.
- Please fill in the form for your application on <https://forms.gle/UnKCen4UuW8BKeXa9>
- Queries pertaining to the positions may also be mailed to womenworks@dseu.ac.in