

## JOB DESCRIPTION:

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### Consultant



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#### Position Details

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Location:	Mumbai
Remuneration	Rs. 55,000 to Rs. 65,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	2 years with the possibility of extension
Application Deadline:	10 <sup>th</sup> June, 2018
Expected Start Date:	On or before 1 <sup>st</sup> August, 2018

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#### About The Organisation

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Aparna Bhasin Consulting (ABC) provides guidance and support to not-for-profit organisations, foundations, educational institutions and CSR campaigns. ABC specialises in the areas of education, child and adolescent development, and related social campaigns. We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. We provide services in areas including, but not limited to: strategic and programmatic design and planning; capacity development and training; educational content development; and research and evaluation.

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#### Summary of the Role

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Aparna Bhasin Consulting is a young and energetic company with multiple opportunities for professional growth. The organisation is currently looking for a dynamic professional interested in multifaceted and supervisory consulting role in the Social Development sector. They will have the opportunity to hone existent skills and develop new skills.

The candidate will work on projects across all the core service areas mentioned above, as well as new education projects being developed within the organisation. Thus, this role will provide the candidate with the opportunity to have a diverse set of professional experiences, and work in different verticals.

Some examples of projects we have worked on in the past include: conducting an impact evaluation to measure long-term impact of an NGO on its beneficiaries; reviewing existing CSR initiatives of an enterprise and making relevant recommendations for its improvement; designing and developing a framework to evaluate the end-impact of a training programme, for facilitators, and on student beneficiaries; and creating content to help volunteers better engage with an NGO's beneficiaries.

You can read more about the partners we work with, the projects we work on, and about our team at [www.aparnabhasinconsulting.com](http://www.aparnabhasinconsulting.com).

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## Duties & Responsibilities

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The Candidate will be responsible for various tasks, both for Client Projects, and for Organisational Development. These tasks include:

- Designing monitoring, evaluation and reporting frameworks and relevant tools
- Analysing and reporting on data for monitoring and evaluations projects
- Conducting surveys, interviews, and focus group discussions when needed
- Creating deliverables and outputs for clients in the form of reports and presentations
- Designing and planning of social-development programs
- Designing and implementing new learning programs developed by ABC
- Conducting research to provide the base for new projects
- Adapting or creating new content based on the specific requirements of clients
- Conducting or supporting capacity development sessions/workshops for clients
- Supervising the work of Associates/Senior Associates related to deliverables the Consultant is responsible for
- Other administrative tasks as required

*N.B. – The role requires occasional travel to client locations in urban or rural parts of India. The candidate must be willing and able to travel independently.*

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## Desired Skills & Experience

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Candidates interested in the position should meet the following criteria:

- Minimum Undergraduate degree in any field and 4+ years of work experience in an area directly related to the duties and responsibilities enumerated above
  - or
- Minimum Graduate degree in any field and 2+ years of work experience in an area directly related to the duties and responsibilities enumerated above
- Experience in the not profit sector, education sector, or in consulting beneficial
- Fluency in English and Hindi required
  - Additional fluency in other Indian languages beneficial
- Excellent data analysis skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Keen interest to learn and explore new skills
- Demonstrable ability to work both independently and collaboratively
- Self-motivated and organised, with an attention to detail
- Ability to work on multiple concurrent tasks

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## Application Process

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To apply, please send the following documents to [info@aparnabhasinconsulting.com](mailto:info@aparnabhasinconsulting.com):

- Updated CV
- Letter of Motivation, which includes the following:
  - Why you are qualified for the role
  - Any relevant experience matching the expected duties and responsibilities

**Important:** Please mention the following in the Address Line - “[Name] - Application for Consultant”