

DELHI COMMISSION FOR WOMEN

C-Block, 2nd floor, Vikas Bhawan

IP Estate, New Delhi - 110002

NOTICE FOR SETTING-UP 'PMEU' IN THE COMMISSION

The Delhi Commission for Women invites applications from eligible and experienced individuals from the following professional backgrounds for setting up the 'Project Management & Evaluation Unit (PMEU)':

1. Public Policy/ Public Administration
2. Management
3. Development Studies/ Non-profit Management
4. Social Impact/Digital Advocacy
5. Data Analytics/Statistics
6. Mass Communication
7. Law

The PMEU shall be involved in monitoring, research, data analytics and evaluation of the various projects being implemented by the Commission. The PMEU shall comprise of Senior Consultants & Consultants (referred herein as 'Consultants').

PMEU is mandated to actively monitor and evaluate the implementation of schemes, programs and Initiatives of the Delhi Commission for Women to strengthen their implementation and scope of delivery on a dynamic basis. Further, it is tasked to advance evidence-based policy making and to track performance, determine outcomes to understand program efficiency, and to diagnose gaps and generate recommendations for program enhancement.

TERMS AND CONDITIONS

1. The PMEU shall be run initially for a period of one-year, and only after successful completion of activities of the PMEU, the PMEU may be granted further extensions as per program requirements.
2. The engagement of consultants under the PMEU will be purely on contractual basis and of temporary (non-official) nature. It will not confer any right to any individual for appointment or regularization and placement in Delhi Commission for Women, on any ground whatsoever.
3. No other allowances or facilities, available to regular employees or otherwise, shall be entitled to the consultants.
4. If any consultant remains absent from duty for more than 10 days continuously without any valid reason or notice, then their engagement in the PMEU will automatically stand terminated.
5. The Delhi Commission for Women shall have all copyrights and IP rights to all research/ reports/ publications other outputs drafted/prepared/published by the PMEU. Further, no information or data collected/prepared by the PMEU shall be shared with any external agencies or individual by the PMEU. The Consultants shall be bound by a non-disclosure agreement.

PMEU OBJECTIVES:

- Design systems & mechanisms for program monitoring, evaluation & management
- Develop and coordinate capacity building sessions for program stakeholders
- Conduct holistic and intrinsic research and field surveys
- Develop IEC (Information, Education and Communication) materials
- Develop & Analyze MIS reports for program enhancement
- Design grassroots campaigns for engagement and awareness
- Facilitate networking and linkages with similarly placed stakeholders to strengthen each program and initiative of the Commission
- Maintain documentation and analytics of best practices and case studies
- Develop mediation, dispute-resolution and counseling mechanisms in the Commission

COMPOSITION:

The PMEU shall comprise of Senior Consultants and Consultants as follows:

S. No.	Designation	Number	Qualification & Experience*	Age Limit	Fixed Remuneration
1	Senior Consultant	10	Master's degree in the requisite field with minimum 3 years of work experience; Candidates must possess excellent research and drafting skills with complete command over English & Hindi Preference will be given to candidates having relevant work experience at a senior position along-with having field experience in the relevant area	35 years	Rs. 1,25,000/- per month
2	Consultant (Legal)	5	Bachelor of Laws (LLB) with minimum 4 years of work experience in the requisite field; Candidates must possess excellent research and drafting skills with complete command over English & Hindi Preference will be given to the candidate having expertise in Mediation and Dispute Resolution mechanisms.	45 years	Rs. 1,00,000/- per month
3	Consultant-I	5	Bachelor's degree in the requisite field with minimum 2 years of work experience in the requisite field; Candidates must possess excellent research and drafting skills with complete command over English & Hindi	35 years	Rs. 75,000/-
4	Consultant-II	5	Bachelor's degree in the requisite field with minimum 1 year of work experience in the requisite field; Candidates must possess excellent research and drafting skills with complete command over English & Hindi	30 years	Rs. 60,000/-

*Relaxation may be provided at the discretion of the Commission in exceptional circumstances on case-to-case basis.

(Enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient)

8. Experience certificate for each of the jobs mentioned above (Copy).

9. Relevant proofs for academic qualification as mentioned above (copy).

10. Total experience in years:

11. Computer skills

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12. Any Course/Certification

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13. Address for correspondence: (In Block letters).

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..... Pin Code:
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Telephone No.

14. Permanent Address: (In Block letters)

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..... Pin Code:
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Telephone No.

15. Any other information you may wish to add (like list of publications, Membership earned of societies, awards and recognition, etc (in brief):

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16. Vigilance Status:

Please indicate if : (Please tick)

Yes No

(a) Are you currently under suspension:
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(b) A charge sheet and disciplinary proceeding against you
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(c) Prosecution for a criminal charge is pending against you
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(d) If yes to (c), please provide copy of the FIR and status of the same.

- 17.** Please provide a statement of purpose in not more than 1500 words explaining why the candidate should be chosen for the post and how they would help transform the Commission's functioning.
- 18.** Please provide a 1000 words essay on a relevant issue concerning women and girls.
- 19.** Resume of the candidate.

20. DECLARATION: -

I Mr./Mrs./Ms.certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place:

Date:

Signature of the candidate