

Date:14th February,2023

Request for Proposal

About Praja:

Founded in 1997, Praja is a non-partisan organisation enabling accountability in governance. Praja empowers citizens to participate in governance by providing knowledge and perspective so that they can become politically active and involved beyond the ballot box. It undertakes extensive research and highlights civic issues to build the awareness of, and mobilise action by the government and elected representatives. Praja believes that uninformed and disengaged elected representatives and administration, rather than existing systems or policies, are responsible for the lack of good governance. Additionally, there is a paucity of tools to facilitate effective interaction between citizens and the local government. Praja conducts data driven research and provides information on civic issues to citizens, media, and government administration and works with elected representatives to identify and address inefficiencies in their work processes, bridge the information gaps, and aid them in taking corrective measures.

Praja is looking for a consultant to support the organization in organizing the National Consultation on Women Elected Representatives Empowerment in India and Prajatantra Program.

The 74th Constitutional Amendment Act mandated a one-third reservation for women councillors in Municipal Corporations across India. To better understand the current state of women's empowerment and the leadership of elected representatives in urban governance, Praja will conduct an urban study in 44 cities in 2023. Following the study, Praja will host a national-level Consultation to share the findings. Women Elected Representatives (ERs), civil society officials, and members will be invited from across India to participate in a discussion and propose ways to increase women's participation in urban governance. The Consultation is tentatively planned for October/November 2023 in Delhi.

Prajatantra is a National Youth Festival aimed at educating and engaging Indian youth in understanding Democracy and City Governance. This youth outreach programme provides an immersive experience of the functions under city governance and the roles of the Mayor, Councillors, Committees etc. In 2023, Prajatantra will be organized in two steps. Firstly, the Grand Finale of Prajatantra 2022-2023 will be held in New Delhi in February 2023, where finalists from across India will physically join the event. Later in the year, Prajatantra 2023 will be organized as a National-level event, likely from August to October 2023 mostly online.

The consultant will work closely with the Research and Capacity Building teams to ensure the successful implementation of these events. The consultant will be responsible for coordinating various aspects of the events, including drafting collaterals, coordinating with stakeholders,

Delhi Office Address

Room No. 404, 4th Floor, Pratap Bhawan, 5,
Bahadur Shah Zafar Marg,
New Delhi-110002,
Tel: +91 9654366222

finalizing panellists and topics, and managing logistics. The consultant will also be responsible for helping to create reports on the events and coordinating the Prajatantra Program. The consultant will coordinate with the Director (Programs) for all the processes. Below is the detail of the work to be performed by the consultant. To know more about our work and goals, please visit www.praja.org.

The consultant will have the following key responsibilities:

National Consultation on Women Elected Representatives Empowerment in India

- Drafting and coordinating for collaterals such as Task List, Concept Note, Invitation, Notes for travel coordination, etc.
- Coordinate with stakeholders attending the consultation – invitation, coordinating for travel and stay arrangements, logistics.
- Finalizing panellists, topics and schedule of the consultation.
- Responsible for logistics of venue, travel, stay hotel, stationery and printing for the event.
- Support the team in making of the report for the consultation.

Prajatantra Program:

- Management and Coordination of Prajatantra 2022-23 organized physically in Delhi
- Creation of concept note and identifying the overall theme of the Prajatantra 2023 program.
- Identifying colleges for participation and communicating with them regarding their participation.
- Supervising communication materials for various stakeholders.
- Identifying and coordinating the various activities that would take place throughout the festival period.

Educational Qualifications & Eligibility:

- Postgraduate, preferably, in Public Administration/Social Work/Political Science/Management/Public Health/Criminology/Law. Even graduate/post-graduate in other subjects with an inclination towards development sector/public policy work will be considered.
- 2 to 4 years of experience in managing team and coordinating training programmes, large events, consultations, round table conferences and youth events.
- Previous work in the development sector or voluntary experience/ exposure to the sector would be an added advantage.

Additional Skills:

- Good computer skills: Microsoft Word/ Excel/ PowerPoint and Internet.
- Good data visualization skills.
- Good communication skills (written and oral) in English, Hindi.
- Speaking and communication skills.

Timeline:

The National Consultation on Women Elected Representatives Empowerment in India will be held between January 2023 to December 2023, and the Prajatantra Program is scheduled for March 2023. The consultant will be informed beforehand of the reports/consultation. The timeline to complete the work will be decided by the team over the period of time.

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable with a CV, via e-mail or in a sealed envelope by 25th February, 2023. For any queries kindly contact Mr. Yogesh Mishra or Ms. Ashwini More on (+91-022-6666 1442) You can also e-mail us at yogesh@praja.org or ashwini@praja.org