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 who will help the organisation in the making of the white paper and report cards. White paper is an Annual Report on issues like Civic, Health, Education, Housing and Crime in cities like Mumbai and Delhi/ or Report card of Councillors of Mumbai and Delhi (as per Praja's Report Card Matrix). The role the consultant will be to help the Data research team to get the data collected and collated as per respective white papers or reports. The consultant will coordinate with the Team Head and co-ordinator of Data and Research team 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 above mention White Papers and Report Cards will be between from July 2021 to December 2023. The selected Consultants will be given four to five white paper or Report cards as per decision of Praja. The consultant will be informed beforehand of the white paper/report cards given to them to work on. The timeline to complete the work is one month per white papers/ Report cards.

Key Responsibilities of Consultant for UGI and Report Card

- Coordinate the dialogue program and mainly post event outreach activities for capacity building of all stakeholders.
- Responsible for managing and supervising various events such as workshops and training programs.
- Support the Research and Data team in guiding them through research and data collection for Report Card. Her role also includes participation in the organisation's Dialogue and Advocacy programme where she will contribute towards management of dissemination and capacity building efforts of the reports and publications of the same, including advisory consultations, report framework building, advocacy related meetings with stakeholders and so on.

- Oversee the planning and execution of Prajatantra program by providing guidance to the team and participating in the communication at the leadership level.
- Coordinate and Oversee the Dialogue and Advocacy program such as Regional Consultation & National Consultation. Will also help the team to take the UGI Report to the stake holder of Different states of India

Key Responsibilities for Developing White Papers

- Manage and supervise all events and activities of Research and Data (R&D) team for Mumbai and Delhi.

- Be responsible for all the R&D publications and events from research till dissemination.

- Conduct the launch of all White Papers and Report Cards including interacting with the press, media and various CSOs

- Participate in the external promotion of Praja's research including the press and media in collaboration with the communications function.

Key Responsibilities of Consultant for Outreach of White Paper & Report Card and Prajatantra Program.

Spearheading the planning and execution of Prajatantra program. Specifically, he will:
- Creation of concept note and identifying the overall theme of the program
- Identifying colleges for participation and communicating with them regarding their participation
- Supervising communication materials for various stakeholders
- Identifying the various activities that would take place throughout the festival period

Supporting the Research/Data Head and Capacity Building Head in research, data collection, analysis, preparation, dissemination and outreach of thematic whitepapers and report cards in Mumbai & Delhi. Specifically:
- Handling outreach activities for the white papers and report cards
- Presenting relevant data to Elected Representatives and Councilors to effect change
- Communication with political parties, media, and NGOs to share relevant data and information pertaining to the white paper and report cards

Additional Skills
- Comfortable with quantitative and qualitative research methodologies.
- Good computer skills: Microsoft Word/ Excel/ PowerPoint and Internet.
- Good data visualisation skills.
- Good communication skills (written and oral) in English.
- Basic working knowledge of Hindi and Marathi is preferred

Educational Qualifications

- Graduate or Post graduate, 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.
- Previous work in the development sector or voluntary experience/ exposure to the sector would be an added advantage.

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via e-mail or in a sealed envelope by 25th August, 2021. For any queries kindly contact Mr. Vipul Gharat (+91-022-6666 1442) or Mrs Ashwini More.
You can also e-mail us at vipul@praja.org or ashwini@praja.org