**Title:** Communications Consultant

**Location:** New Delhi

**Reporting to:** Regional Director, South Asia

**Scope of Work**

* Developing/ editing/ formatting of communication material needed to brand the institute, for public awareness, for policy advocacy, to prepare reports, to market advisory services etc.
* Content Design, development, and edit monthly newsletter, website, regular and social media handles specific to India operations
* Edit media content of webinars, panels, seminars, conferences etc., for dissemination
* Editing of project reports for the purpose of online access

**Compensation**

A monthly compensation of INR 1,40,000 (Inclusive of Taxes) subject to deduction of TDS as per Income Tax Act Rates will be paid to the consultant. The consultant will work full time for this engagement. All Project related expenses would be reimbursed, as agreed upfront. The payment shall be made after submission of valid invoice and time sheet.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **April 1, 2021** to **March 31, 2022** and is extendable based on the review of Consultant’s performance by the Company and mutual concurrence on revised terms of engagement.