

Terms of Reference

Associate Consultant- Research and Knowledge

Background

Taru Leading Edge is a development advisory and think tank with trans-disciplinary expertise endeavouring to engage with development sector challenges by offering a commitment to cutting-edge solutions and insights. Incorporated as a private limited company, Taru's mission is to 'bridge the Science-Institutions-Society interface with a core agenda of providing transformative solutions to the development challenges. Established in 1996 by eminent development professionals, it caters to a diverse range of bilateral and multi-lateral agencies, government departments, corporations, and other development organizations through research, technology, solution innovations, and implementation support.

For more than two decades, Taru has been working on a range of institutional, financial, economic, social, and technical issues across diverse public systems, cultures, and corporate formations in more than a third of India's rural and urban domains. Taru also works in South Asian and Southeast Asian countries like Afghanistan, Indonesia, Nepal, Bhutan, Bangladesh, and Myanmar. The organization is committed to quality, accuracy, and succinctness in its consulting and advisory services. Taru's team of professionals has extensive national and international experience and a strong network of advisors, consultants, partner institutions, and associations from different parts of the world. Taru provides services in development sectoral areas such as Climate Change, Disaster, Urban, Water, Sanitation, CSR, Social Business, Health & Nutrition, Education, Gender, Livelihoods, Social Inclusion, Public policy, Infrastructure Planning, etc.

Taru seeks a dynamic, innovative, self-motivated, and results-oriented professional to support Taru initiatives in policy works, research, project designing and implementation, and knowledge management. Taru is therefore considering engaging an Associate Consultant to provide necessary support to its operations.

Job Role and Responsibilities

The specific tasks to be undertaken are:

- Provide research and knowledge support to the operations, policies, and plans through secondary and primary research, including documentation and analysis.
- Support in knowledge management through ideation and conceptualization of new ideas, writing blogs, articles, research papers/white papers on key issues and topics.
- Support in concept/proposal development, project implementation, due diligence, project report writing, and monitoring of activities and milestones.
- Conduct field visits to the project sites to identify strengths/weaknesses in program implementation and provide feedback and technical assistance to improve both individual and institutional performances for effective outcomes.
- Grow Taru's presence through sector engagements. Knowledge dissemination, communications, social media, outreach, etc.
- Provide technical and management support/inputs to the projects/operations.
- Aligning work style with established work culture and leadership team.
- Any other work as assigned by the organization.

Qualification

- Master's in urban/Environment/Development Studies or any other discipline relevant to this role from reputed institutes

- At least a minimum of 2-3 years' experience with national and international organizations. Proven experience in research, knowledge building, and documentation reflected in papers, articles, blogs, and reports.
- Multi-sectoral knowledge will help. Well versed with current communication systems including social media.
- Ability to conceptualize, innovate, plan, and execute ideas and impart knowledge and skills.
- Proven skills in work project development, budgets, writing proposals, report writing, etc.
- Skills in SPSS, Stata, infographics, other data science tools/software, etc.
- Pursuant of critical and analytical thinking
- High personal & professional integrity. Team player and ability to work under pressure and meet deadlines.
- Problem-solving attitude. Exposure to managing teams and logistics. Excellent networking and partnership-building skills.
- Proven skills writing, and presentation skills. Able to communicate clearly and sensitively with internal and external stakeholders.

Location

Delhi/Mumbai

CTC

Attractive. The remuneration shall not be a constraint for the deserving candidate.

Apply

Candidates can mail their CV with three references. Write to mtaheem@taru.co.in with the email subject as **Application and CV for Associate Consultant – Research and Knowledge. The last date of application is 31st Jan 2024. Please include your current CTC in your CV.** In order to ensure that your application is sorted correctly, please clearly mention the title and location of the post in the subject line of your e-mail/application.

Only shortlisted candidates will be contacted for the interview.