

VACANCY ANNOUNCEMENT

Terms of Reference (ToR)

- Position: Part-Time Consultant – Subject expert on Environment, Biodiversity, Climate Change, Land Degradation, Renewable Energy, and Knowledge Management and Communication
- Project: Knowledge Management and Communication Activities in the Central Semi-Arid and Indian Coastal Region Landscape
- Location: Council for Social Development (CSD), New Delhi
- Duration: 6 months (with possibility of extension)
- Remuneration: Rs. 50,000 per month (Consolidated, inclusive of all Taxes)

Background

Council for Social Development (CSD), New Delhi, is implementing a Knowledge Management Grant under the Seventh Operational Phase of the Global Environment Facility's Small Grants Programme (GEF-SGP) in India. The initiative aims to document and disseminate grassroots environmental interventions across the Central Semi-Arid and Indian Coastal Region Landscapes, covering a total of 37 projects implemented by civil society organizations in Madhya Pradesh, Maharashtra, and Tamil Nadu.

Objective of the Assignment

To support knowledge management and communication activities related to the 37 grantee projects, particularly focusing on environment, biodiversity, climate change, land degradation, and community-based adaptation and mitigation efforts.

Key Responsibilities

- Provide thematic and technical support in the areas of environment, climate change, biodiversity, and land degradation.
- Support the preparation, review, and refinement of 37 case studies, ensuring conceptual clarity, technical accuracy, and policy relevance.
- Assist in fieldworks and capacity-building workshops for SGP grantees across the two landscapes.

- Attend weekly in-person consultations at CSD, New Delhi, for progress review, planning, and coordination.
- Contribute to the development of knowledge products, reports, presentations, and dissemination materials.
- Coordinate with CSD and SGP India teams to align outputs with the overall Knowledge Management strategy.

Qualifications and Experience

- Postgraduate degree or higher (**PhD desirable**) in Environmental Studies, Climate Change, Natural Resource Management, or related social sciences.
- Minimum **5-7 years of experience** working in environmental or climate change-related projects, preferably at the grassroots/community level.
- Proven experience in case study development, knowledge documentation, or communication of complex environmental themes.
- Strong writing, editing, and communication skills (English essential; working knowledge of **Hindi and Tamil languages** desirable).
- Ability and willingness to travel to project locations as required.

Time Commitment

- Part-time: The consultant is expected to attend weekly meetings at CSD, New Delhi.
- Should be available for coordination remotely as needed.
- Must be willing to undertake at least one field visit to the selected states during the contract period.

Contract Terms

- The contract will be for a period of six months, renewable based on performance and project requirements.
- Remuneration: Consolidated Rs.50,000/-(inclusive of all applicable Taxes). Payments will be released subject to availability of Project grant funds and against satisfactory completion of monthly deliverables.
- Travel and accommodation for field visits will be reimbursed as per CSD norms.

Application Process

Interested candidates are requested to submit the following documents by 31st July 2025:

1. A detailed CV highlighting relevant experience.
2. A brief cover letter (maximum one page) outlining your suitability for the role.
3. One or two writing samples (preferably related to environment/climate/biodiversity).

Applications should be sent via email to:

ao@csdindia.org with CC to susmita@csdindia.org and dhiman@csdindia.org

Subject line: Application for Part-Time Consultant – Environment and Knowledge Management

Only shortlisted candidates will be contacted for interview.