

Consultant(s) – Graduate Employability Initiative (9 Positions-Tentative)

Commonwealth Educational Media Centre for Asia (CEMCA)

Location: New Delhi

Duration: 15 days over a period of six months (as per the timelines agreed upon)

Job Description/Responsibilities:

The Consultant will provide strategic support to the Partner Institution in implementing the Graduate Employability Framework through a Results-Based Management Framework (RBMF) and by developing and enhancing open and distance learning (ODL) courses with a focus on employability attributes. The position will report to Director-CEMCA. The position will be for short-term duration with scope of extension, depending upon programmatic needs. S/he shall be responsible for the following:

Scope of Work

- Liaise with the contact persons at the institution and COL/CEMCA on matters relating to this agreement.
- Review the institutional employability framework, for insights of the employability processes (1 day).
- Take part in the online Train-the-Trainer meeting for capacity building on guidelines regarding institutional support for RBMF and course enhancement/development (1 day).
- Prepare resources for a four-day workshop, including agenda, presentations, pre- and post-evaluation questionnaires and share this with COL/CEMCA/Support Consultant for review (5 days).
- Facilitate the four-day workshop, focusing on (4 days):
 - Making an introductory presentation on graduate employability overview, and its components.
 - Sharing insights on institutional employability framework, presenting its components and processes.
 - Ensuring understanding of and need for the RBMF for employability implementation processes at the institution, including engaging participants through group activities towards the completion of RBMF tracking form provided by COL.
- For course enhancement, facilitating activities geared towards competency-based mapping of a pilot programme. This entails selection of right competencies for a particular programme (including specific skills and highly valued emerging

skills). See COL document for reference <https://oasis.col.org/server/api/core/bitstreams/a99f092e-5261-412b-8592-fa2f1395570c/content>

- Facilitating activities towards graduate-attribute mapping for at least 5 courses from the pilot programme, which requires each course to have clearly defined learning outcomes, in line with the emerging skills and ensuring the use of appropriate openly licensed materials.
- Engaging participants through hand-on activities towards enhancement of the five (5) courses and providing guidelines for the development of one (1) blended-learning skills-based course, utilising a clearly outlined instructional design template,
- Administering the pre- and post-workshop evaluation questionnaires, including the COL media release form.
- Submitting workshop report to COL, including gender disaggregated list of participants (1 day).
- Supporting the finalisation of the courses - five (5) enhanced courses and one (1) skills-based course - after the workshop including the review of the content of the courses, ensuring, proper use of open educational resources, utilising a review template (12 days);
- Also ensuring that the resources align with gender specification by reviewing it with the COL gender evaluation rubric - Learning Resources Gender Evaluation Rubric (<http://hdl.handle.net/11599/3491>);
- Submit the finalised 6 courses to COL, with review reports.
- Provide periodic updates to COL on a regular basis over the term of the contract on the status of the activities undertaken, upcoming schedules and any issues or problems encountered.
- Evaluate the outcome of the work performed under this contract using the following impact indicators:
 - Evidence of enhanced knowledge on graduate employability and course development/enhancement.
 - Evidence for courses enhanced/developed.

The Consultant shall not reference COL, or the work related to this contract in any publicity, media, websites, or other platforms without prior written approval from COL.

The Consultant shall not make any public references to COL, or the work conducted under this agreement in promotional materials, media releases, websites, or other platforms without prior written approval from COL.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications and Experience:

Qualification:

1. Applicant should have PHD/master's in humanities, education, engineering, applied sciences, economics or additional educational qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.
2. Applicants with exemplary contribution in his/her domain or having made significant contribution in policymaking and/or published research papers and articles in reputed journals, will be preferred.

Desired Work Experience: 10-15 years or above in the following fields:

1. Government Regulatory Body; work in Social/ Development Sector; Policy & Planning, Implementation, Supervision & Monitoring in Social/ Development Sector, preferably in Vocational Education, Training and Skilling/ Education and Higher Education domain; Technology/ ICT related fields; Government Consulting; Finance; work experience with international development agencies, preferably in implementation of Programmes.
2. Familiarity with the Indian educational policy/law/regulations, key stakeholders and relevant government policies/strategies would be advantageous.

Skills and Competencies:

1. Experience and demonstrated ability in working with government's educational programmes, counterparts and systems.
2. Good Interpersonal Communication Skills and Presentation Skills. Strategic thinking and ability to articulate ideas and recommendations for enabling next level skilling ecosystem.
3. Skills in project development, implementation, and management. Organisational skills, attention to detail, ability to multi-task, and ability to perform under pressure.

4. Excellent research and technical writing skills in English and a proven ability to be flexible in demanding situations and in handling multiple priorities.
5. Past track record/ability to work independently, deliver timely and quality products, and technically proficient with skills required for the assigned task.
6. Experience in developing technical documents such as training materials and reports will be preferred.
7. Ability to develop productive working relationships with other agencies, stakeholders and other organisations.

NATURE OF CONTRACT:

The selected candidate shall be engaged as a Consultant for a period of 15 days during the months of August until December with a scope of extension, depending upon programmatic needs. The consultancy assignment shall be part-time in both online and offline modes. It is expressly clarified that this consultancy arrangement does not constitute a promise or guarantee of future employment with CEMCA, or any other organisation associated with the project.

Applications Closing date: Applications will be reviewed on a rolling basis, with priority given to early submissions during the shortlisting and selection process. The position will remain open until we find a suitable candidate and the right fit.

If you wish to be considered for the position, send your CV with your portfolio to our Head of Admin and Finance, Mr. Amit Jain at ajain@col.org.