**Role of Policy Consultant**

**Scope of Work**

* Help in promoting positive policies on Digital Economy
* Define and implement a policy research work plan in discussion with project team members.
* Manage ongoing relationships and engagements with stakeholders to achieve project deliverables.
* Gather inputs from key policy and decision makers to develop a policy framework that supports the growth of the digital economy.
* Research, write, and/or review reports, articles, factsheets, news releases, webpages, and other publications.
* Communicate policy research and related communications with partner organisations and other team members as necessary.
* Develop and implement a comprehensive policy outreach strategy, including identifying and prioritising engagements with key policy and decision makers; convening working groups of key policy and decision makers to accomplish project deliverables.
* Represent partner organisations collaborative efforts related to growth of the digital economy both at the project-scale and in larger planning, policy, and regulatory processes (e.g., relevant central Ministries and Departments, financiers, local communities, and other important stakeholders) to further C-DEP’s organisational objectives.
* Represent C-DEPs work in public meetings, collaboratives hearings, press events, conferences, coalitions, and in general communications with public officials, legislators, the media, donors, and the general public.
* Additional deliverables may be assigned or adjusted based on the evolution of the program’s strategic conservation work.

**Education Qualifications:**

* Graduate/ Postgraduate in fields related to public policy or related disciplines or 2 years of related experience in Consulting with focus on Technology Policy/ Digital Policy.

**Skills Required:**

Being a policy consultant requires a diverse set of skills to effectively analyze, develop, and implement policies. Here are some skills that are important for the role of Policy Consultant.

* Sound understanding of the technology sector in India and globally.
* Deep experience in managing clients and in writing reports.
* Strong research and data analysis skills, including ability to gather and synthesize information from multiple sources to produce high quality work products in a consistent, efficient, accurate, and timely manner
* Experience participating in cross functional multi-disciplinary teams and communicating with a wide range of people.
* Strong communication and presentation skills.
* Experience in leading and managing policy research and analysis, organising workshops/stakeholder meetings, prepare background documents and work with communications specialists to prepare relevant materials for wider dissemination and outreach.
* Working knowledge of current government policies and governance structure in India will be highly desirable.
* Excellent team player with experience working in multi-disciplinary groups, using influence and interpersonal skills, listening, diplomacy and tact to build strong relationships with governments, corporations, partners, donors, volunteers, and all levels of staff
* Experience working well under pressure and tight deadlines while balancing competing assignments
* Experience in independently initiating project and initiative ideas; managing projects and initiatives through to completion
* Networking skills to engage with policy and decision makers in the central and state agencies, industries, financial institutions, NGOs, and other organisations.
* Multi-lingual skills and multi-cultural experience appreciated.