

Constitutional and Civic Citizenship Project 2022

Terms of Reference

Senior Consultant (CADIndia Website)

A. The Senior Consultant will work towards the supervision of the following tasks related to the CADIndia website to the satisfaction of the Centre for Law and Policy Research:

- Supervision of production of content on contemporary topics through the prism of Constitution history.
- Editing biographies of members of the Constituent Assembly
- Editing summaries of the Constituent Assembly debates around Articles of the Indian Constitution.
- Supervision of multimedia content such as podcasts and videos.
- Managing the production and editing content for ‘The Constitution in the Classroom’ series and organising and conducting CADIndia workshops.
- Supervising the development of social media posts and campaigns.
- Writing and editing blogs, editorial and other content for print and digital media.
- Oversee day to day content creation, monthly and yearly plans.
- Manage projects, budgets and other administrative tasks.
- Identifying and executing stakeholder collaborations.

B. The period of engagement will not exceed December 2022. The consultant shall put in a minimum of 42 working hours per week to complete the tasks mentioned above.