Job Description: Consultant – KMID

Role: Consultant, Knowledge Management & Institutional Development

Number of Vacancies: 01

Department: KMID

Employment Type: Full Time (Contractual)

Contract Duration: Initially for 1 year with Possibility for extension

Location: Gurgaon, Haryana

We are looking to on-board a Consultant to work on developing Knowledge Management Products in consultation with various Programmatic teams and assist in development of Capacity Building Frameworks. The individual will be a crucial contributor to the ISA’s KMID Cluster and will work closely to drive the creation and delivery of high-quality deliverables for ISA’s stakeholders.

Scope of Work

A. Development of Knowledge Products:
   1. Assist in development of various reports in collaboration with DG Office and PPIC cluster, including but not limited to:
      - Global Stocktake on Solar
      - Environmental Impact of Floating Solar
      - Solar Roadmaps for select ISA member countries
      - Existing and New Solar Technologies
   2. Facilitate development of RFPs/ Scope for these reports in consultation with DG Office / PPIC Cluster
   3. Develop timelines for each report in terms of detailed methodology and coordinate all activities for completion of reports as per the timelines
   4. Maintain progress update for each Knowledge Product and share monthly progress with DG Office

B. Capacity Building Programs:
   1. Build on previous Consultative meetings with various countries and identify country specific Capacity Building programs
   2. Conduct Skill Gap Assessment at the Country / Regional level for Solar energy sector in close collaboration with Industry Associations
   3. Assist in development of repository of Training Modules and facilitate execution of Capacity Building programs
   4. Develop a note on potential business models for implementation of Capacity Building programs for long term sustainability
   5. Develop a note on creation of Global Master Trainers for Solar Skills who could further train Trainers at the country level
   6. Facilitate empanelment of Training agencies at the regional level

C. Knowledge Management Database:
   1. Conduct assessment of various similar databases existing in the market and analyse the possibility of reviving ISA’s Infopedia
2. Develop RFP for on-boarding a firm for development of KM Database and prepare timelines for creation of the database
3. Closely supervise activities of the on-boarded firm and ensure timelines are adhered to
4. Share regular progress updates with DG Office

D. Any other work assigned by Reporting Manager from time to time.

Functional requirements
1. 5+ years of experience in Capacity Building and Knowledge Management with a reputed organization
2. Degree in Policy, International Relations or a related field is a plus
3. Good communication and writing skills
4. Ability to work effectively in a dynamic, fast-paced, high-volume, results-oriented environment
5. An avid learner, someone who actively seeks out feedback and challenges to learn, grow and improve
6. Ability to handle fast-moving projects across internal and external stakeholders
7. Problem-solving and process management skills; detail orientation and passion for achieving global quality standards.

What you need to do
If you're interested in this role, please forward an up-to-date copy of your CV to: hr@isolaralliance.org

Last date to Apply: 29 June 2023 at 12 midnight IST