



JOB DESCRIPTION

POSITION: MANAGER

LOCATION: DELHI

REPORTS TO: PROJECT LEAD

LEVEL/GRADE:

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

Udyam Mahila – Building awareness on pathways for growth of women’s enterprise

ACCESS and Bill and Melinda Gates Foundation (BMGF) have come together to work for “UDYAM MAHILA-Building Awareness on Pathways for Growth of Women's Enterprises”, contributing to the efforts at the national level on closing the gender gap. The programme aims to work with key stakeholders in the eco-system to build a momentum to integrate women into the national economic fabric.

Objective:

- **Strengthening Alliances and Building Cooperation** to leverage the expertise, resources, and networks of various stakeholders to develop a shared vision and create a supportive environment for women entrepreneurs.
- **Evidence informed policy support** to demonstrate a stronger commitment to the growth of women's enterprises.

Position Summary:

In this context, ACCESS is inviting applications from self-driven professional who is interested to take on the role of Project Manager and delivering against the objectives of the project. The Manager will be responsible for advancing women's economic empowerment through entrepreneurship in India by leveraging their expertise in research, and stakeholder engagement. They will craft impactful policy briefs for government bodies and apex agencies, illuminating the challenges and potential for growth in this vital sector. The role extends to the creation of knowledge products, encompassing rigorous data analysis, fieldwork, and the formulation of compelling research pieces specific to the Indian context. They will facilitate policy convenings and engage with a diverse range of stakeholders, including government and private sectors to actively contribute to strengthening the ecosystem for women entrepreneurs. Their





commitment to collating best practices and their adaptability to varied project requirements will drive progress towards gender equality and economic empowerment for women entrepreneurs in India.

Responsibilities:

- Developing policy briefs for relevant ministries and other apex agencies (Niti Aayog, MSME, MSDE, MoRD, MWCD, Corporate Affairs, etc.) on the state of women's economic empowerment particularly through entrepreneurship, highlighting gaps, challenges and future potential.
- Providing support in creation of knowledge products such as undertaking desk review, secondary research, data analysis and field visits etc.
- Preparing research and opinion pieces on various aspects of women's entrepreneurship specific to Indian context ranging from access to markets, credit, capital and resources impacting the state of women's entrepreneurship; current investment barriers for WSMEs, socio-cultural and gender norms determining women's economic participation focusing on entrepreneurship; digital and financial literacy and inclusion; to the role of technology/CSR/sound policy and governance initiatives for women's economic empowerment
- Providing support to the organization in holding Policy Convenings and roundtable discussions with government and private sector to strengthen the ecosystem for women entrepreneurs.
- Collating of models, best practices, and synergies around WSMEs
- Implement other tasks assigned from time to time as per project requirements.

Education & Experience:

- A Master's degree in a related field of the following disciplines: Public Policy/Gender Studies/Economics/ Development Studies/ Sociology/ Business Administration (with a focus on social entrepreneurship) is necessary
- Minimum of 5 years of experience in research, policy analysis and project management
- Research Experience: Prior experience in conducting research is essential. This can include working as a research assistant, analyst, or in a research-focused role in an academic or research institution. Experience in both quantitative and qualitative research methods is valuable.
- Policy Analysis: Experience in policy analysis and development, especially in the context of gender-related policies or economic development policies, is highly relevant. This could involve working with government agencies, think tanks, or non-profit organizations
- Project Management: Demonstrated project management skills, including the ability to plan, execute, and monitor projects related to women's economic empowerment or entrepreneurship
- Stakeholder Engagement: Previous involvement in organizing and facilitating stakeholder engagements, policy convenings, or roundtable discussions, especially with government officials and private sector representatives.
- Writing and Communication: Strong writing skills with a portfolio of research reports, policy briefs, opinion pieces, or similar documents. Experience in communicating complex ideas to diverse audiences is important.





- Experience with non-profit organizations/ NGOs/ Public/Private Sector focused on women's empowerment, entrepreneurship, or related areas.

Skills and Competencies:

- Strong research abilities, including desk and secondary data analysis
- Excellent writing and communication skills for creating research reports, policy briefs, opinion pieces, and knowledge products.
- In-depth knowledge of gender issues, including socio-cultural and gender norms impacting women's economic participation.
- Understanding the ecosystem and policy landscape related to women's economic empowerment and entrepreneurship in India
- Ability to work effectively in teams and including in diverse work environments.

Travel Requirement

- Willingness to travel 30% or more for field visits/meetings to various regions within India to gather primary data, conduct surveys, interviews, and engage with women entrepreneurs and local communities. The frequency of these visits will depend on project demands and research objectives. Travel may be required to attend and organize policy convenings/roundtable discussions/workshops.

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.

ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted. The deadline is October 5th, 2023.

