

Terms of Reference

Consultant – Public Health

Overview

Position	Consultant – Public Health
Organization	Indev Consultancy Private Limited
No. of Position	1
Tenure	Consultancy Engagement - Public Health Expert
Location	New Delhi, India (with travel to project locations)
Education	Master’s degree in Public Health, Medicine, Health Management, or a related field.
Experience	• 5–8 years of relevant experience in public health and development programs, including demonstrated experience managing large-scale, multi-state public health initiatives.
Technical Expertise	• Strong grounding in public health and development sector issues, with proven skills in strategic planning, program leadership, and financial and budget management. • Established track record in fundraising, donor management, proposal development, and grant management, including experience mobilizing resources from CSR partners, foundations, and bilateral/multilateral agencies. • Demonstrated ability to engage government health systems and development partners, and to manage complex, multi-stakeholder programs.
Soft Skills	Excellent communication, presentation, negotiation, and networking abilities, with strong team leadership and interpersonal skills. Ability to work independently and collaboratively across diverse, multi-state teams.

Background

Indev Consultancy Pvt Ltd (Indev) specializes in leveraging Information and Communication Technologies (ICT) solutions to address development challenges. Founded in 2009, we have delivered over 100 successful projects for government agencies, UN organizations, CSRs, private entities, and non-profits. Our expertise spans web and mobile application development, cloud solutions, AI technologies, and IT infrastructure management.

With offices in New Delhi, Odisha, and Bihar, our dynamic team of 70+ professionals is committed to delivering impactful, innovative, and scalable solutions to clients across India and internationally.

Purpose

The Consultant – Public Health will steer the strategic direction, growth, and overall management of Indev’s Public Health portfolio. The role carries end-to-end ownership of technical, operational, financial, fundraising, donor stewardship, and partnership functions to ensure the effective delivery and scale-up of public health programs. The

Consultant will cultivate and sustain strong relationships with donors, government counterparts, and technical partners, while safeguarding the quality and long-term impact of program delivery.

Key Responsibilities

Below are the key responsibilities, but not limited to:

Programme Management	• Set the strategic and operational direction for Indev's public health programs, including RKSK and other priority health initiatives. • Track program deliverables, milestones, outcomes, and financial performance across the portfolio. • Institute robust monitoring, evaluation, learning, and reporting (MELR) frameworks across all public health programs. • Undertake regular field visits to assess implementation quality, build partner capacity, and support on-ground problem-solving. • Provide technical guidance and mentorship to program teams, fellows, consultants, and implementing partners. • Convene planning sessions, learning exchanges, workshops, and technical reviews with partners and subject matter experts. • Lead the development and management of technical assistance agreements, MoUs, and partner engagements. • Ensure high-quality donor reporting, program documentation, impact assessments, and knowledge products. • Support the design and rollout of communication and behaviour change interventions where required.
Fundraising & Resource Mobilization	• Design and execute a long-term fundraising strategy for the Public Health portfolio aligned with Indev's growth objectives, working closely with the fundraising team. • Deliver on annual fundraising targets for the Public Health portfolio. • Lead the development of concept notes, grant applications, proposals, budgets, and strategic partnership opportunities. • Identify and cultivate funding prospects among CSR partners, foundations, bilateral and multilateral agencies, philanthropies, and high-net-worth individuals. • Work closely with the Strategic Partnerships, Communications, and Program teams to position Indev as a preferred public health partner. • Support the design of innovative public health initiatives that align with donor priorities and organizational strategy. • Ensure timely donor submissions, grant renewals, and proactive management of the funding pipeline.
Donor Engagement & Government Partnerships	• Act as the primary relationship manager for key public health donors and funding partners. • Build, strengthen, and sustain long-term partnerships with donors, foundations, corporate partners, and development agencies.

	• Maintain regular donor engagement to share updates and impact, address challenges, and surface new collaboration opportunities. • Build and nurture relationships with central, state, and local government departments, particularly Health & Family Welfare Departments. • Represent Indev in meetings, technical working groups, policy forums, conferences, and sector platforms. • Serve as Indev's focal point for public health engagement with government stakeholders and strategic partners. • Identify and pursue opportunities for public-private partnerships and government collaborations. • Facilitate donor visits, government reviews, project launches, and stakeholder engagement events. • Strengthen Indev's visibility, credibility, and influence within the public health ecosystem.
External Representation & Advocacy	• Represent Indev at national and international public health forums, conferences, and stakeholder meetings. • Contribute to policy discussions, sector knowledge-sharing, and advocacy initiatives. • Support the development of publications, case studies, impact reports, and thought leadership pieces. • Promote Indev's public health achievements and strengthen organizational visibility among donors, governments, and partners.

Key Skills & Competencies

- Advanced knowledge of public health and development sector issues.
- Strong strategic planning and program leadership skills, with a vision for sustainability and scalability.
- Proven fundraising and donor management experience, with a track record of mobilizing resources from CSR, foundations, and bilateral/multilateral donors.
- Strong government engagement and stakeholder management capabilities.
- Excellent proposal development, grant management, and partnership-building skills.
- Sound financial and budget management capabilities.
- Outstanding written and verbal communication, presentation, negotiation, and networking skills, nationally and internationally.
- Ability to manage complex, multi-state, multi-stakeholder programs.
- Demonstrated experience leading and developing high-performing teams, with self-awareness and strong interpersonal skills.
- Proven track record of developing and managing high-quality, innovative healthcare programs, with an aptitude for technology-enabled solutions.
- Passion for working with underprivileged communities, with sensitivity to gender and diversity issues.
- Proficiency in MS Office.
- High personal and professional integrity, with exceptional client-service orientation.
- Willingness to travel extensively to and within project locations.

Preferred Qualifications & Experience

- Master's degree in Public Health, Medicine, Health Management, or a related field.
- 5–8 years of relevant experience in public health and development programs.
- Demonstrated experience managing large-scale public health programs.
- Proven track record of fundraising from CSR, foundations, bilateral/multilateral agencies, and philanthropic donors.
- Strong relationships with government health systems and development partners.
- Experience working across multiple states and managing diverse teams.

Application Process

- Email your CV and a cover letter detailing your experience and suitability for the role, with the subject line **“Application for the position of Consultant – Public Health”**, to hr@indeveconsultancy.com.
- Shortlisted candidates will be contacted for further steps.
- A final interview will be conducted to assess alignment with the role and organizational culture.

Note: Indev reserves the right to retain applications for consideration for similar positions.