

## TERMS OF REFERENCE

### National Consultant / Event Lead (India)

**OBJECTIVE:** GDN is seeking to recruit a national consultant (India) to lead the end-to-end conceptualisation, design, and implementation of a national conference on the topic of 'The Economics of Digital Public Infrastructure'. This includes the development of the agenda, coordination with speakers and partners, and ensuring the conference delivers on its policy-research interface goals.

#### Background

The Global Development Network (GDN) is a public international organisation that supports high quality, policy-oriented, social science research in Low- and Middle-Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with an office in Clermont-Ferrand, France.

In collaboration with Co-Develop, GDN implements a pilot programme which enables three local research institutions in Bangladesh, Benin and Ethiopia to study the developmental impacts of DPI in their respective countries. As part of this pilot, questions emerged around the under-theorisation of the economics of DPI in academia and in policy debates. GDN is committed to advance this debate, to support the emergence of research-informed policy efforts that leverage DPI for socio-economic development. As part of these efforts, GDN wished to organise a 1-day conference on the topic of the economics of DPI in New Delhi, India, on June 28th, 2025, in close collaboration with Co-Develop.

This position will be based remotely or in New Delhi, India.

#### Job Responsibilities

- Event Conceptualisation and Design: Develop a comprehensive concept note for the conference, in close consultation with GDN and Co-Develop, including a proposal for a structure, sub-themes, and format. Importantly, the

consultant should identify key speakers, including economists, policymakers, technologists, and civil society representatives.

- Event Planning and Coordination: Prepare a detailed timeline for the event preparation, working with GDN's communications and logistics teams to organise outreach, participant engagement, and media visibility. Liaise with Co-Develop to align expectations, contributions, and outputs.
- Content and Curation: Curate the agenda of the event (e.g. keynote, panels, breakout discussions), develop background materials, and speaker guidance documents. Oversee the quality of the content.
- Event Implementation: Coordinate the event on the day, including time management, and speaker support on-demand, in coordination with a small event team. This will include troubleshooting real-time issues.
- Post-event White Paper: author a summary of deliberations in the form of a white paper aiming to capture the state of development of the academic and policy debate around the economics of DPI.

### Duration of Assignment

30 consultancy days (national) over 3 months, between early May and mid-July 2025, tentatively divided by responsibility areas as follows, with the key deliverables as below:

- Event conceptualisation and design: 2 days
  - Concept note and proposed agenda (Week 2)
- Event planning and coordination: 10 days
  - Finalised speaker list and session design (Week 4)
- Content and curation: 10 days
  - Background materials and event guide (Week 6)
- Event implementation: 1.5 day
  - On-site or online delivery of the conference (June 28th, 2025)
- Post-event white paper: 6.5 days
  - White Paper (Draft and Final) (Week 15)



## Eligibility and Desired Profile

- At least **8-10 years of experience** in research, policy, and/or programme management in development economics or digital governance.
- Demonstrated expertise in **event curation**, particularly high-level policy-research dialogues.
- Strong **knowledge of DPI and its policy implications**, particularly in low- and middle-income countries.
- Excellent **writing, facilitation, and stakeholder engagement** skills.
- Experience working with international organisations, research institutions, or multilateral partners is an asset.

## Application Process

Interested consultants should submit:

- A brief motivation letter
- A CV
- Examples of similar events designed or led
- A daily rate and availability

Applications should be sent to [jobs@gdn.int](mailto:jobs@gdn.int) by April 22, 2025.

## Questions and Clarifications

For any queries related to the application procedure or the job posting, please write to [fobino@gdn.int](mailto:fobino@gdn.int)

GDN is an equal opportunity employer, committed to diversity in its staff. Female candidates are particularly encouraged to apply.