

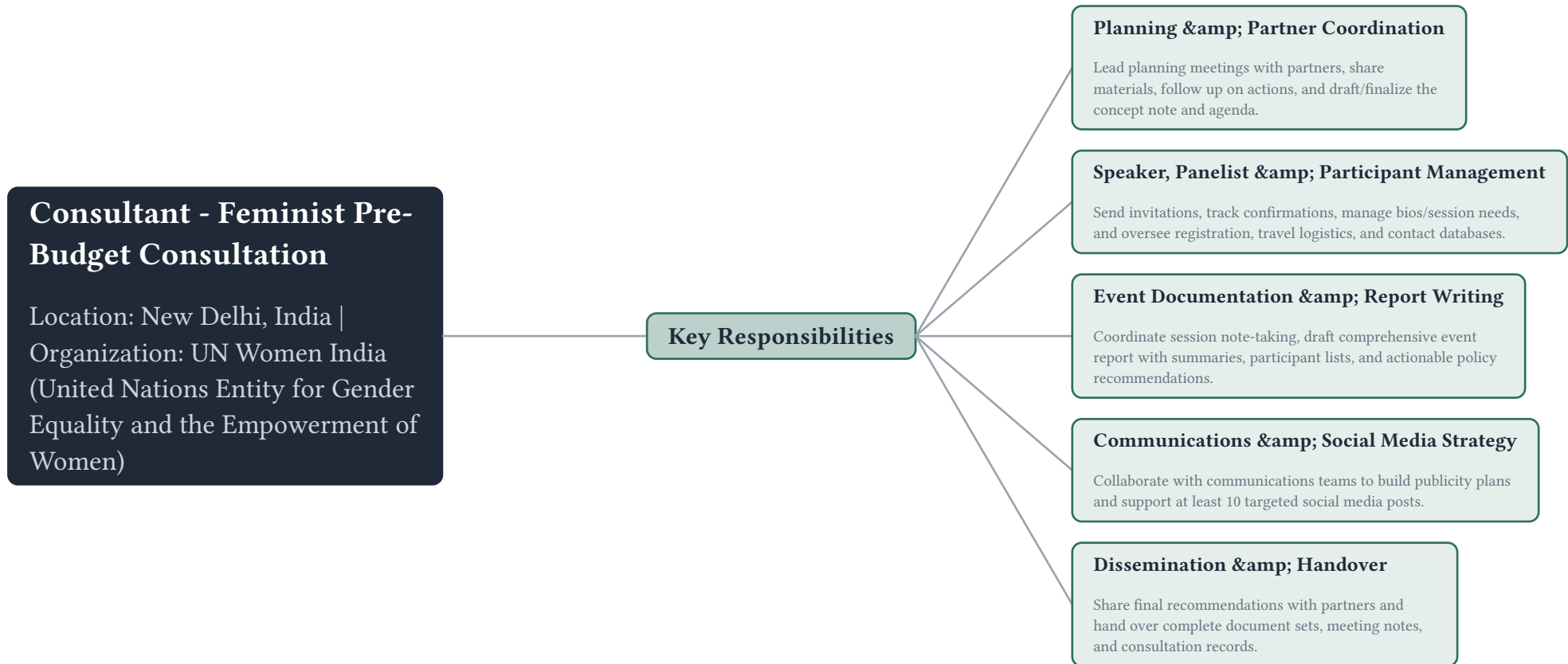


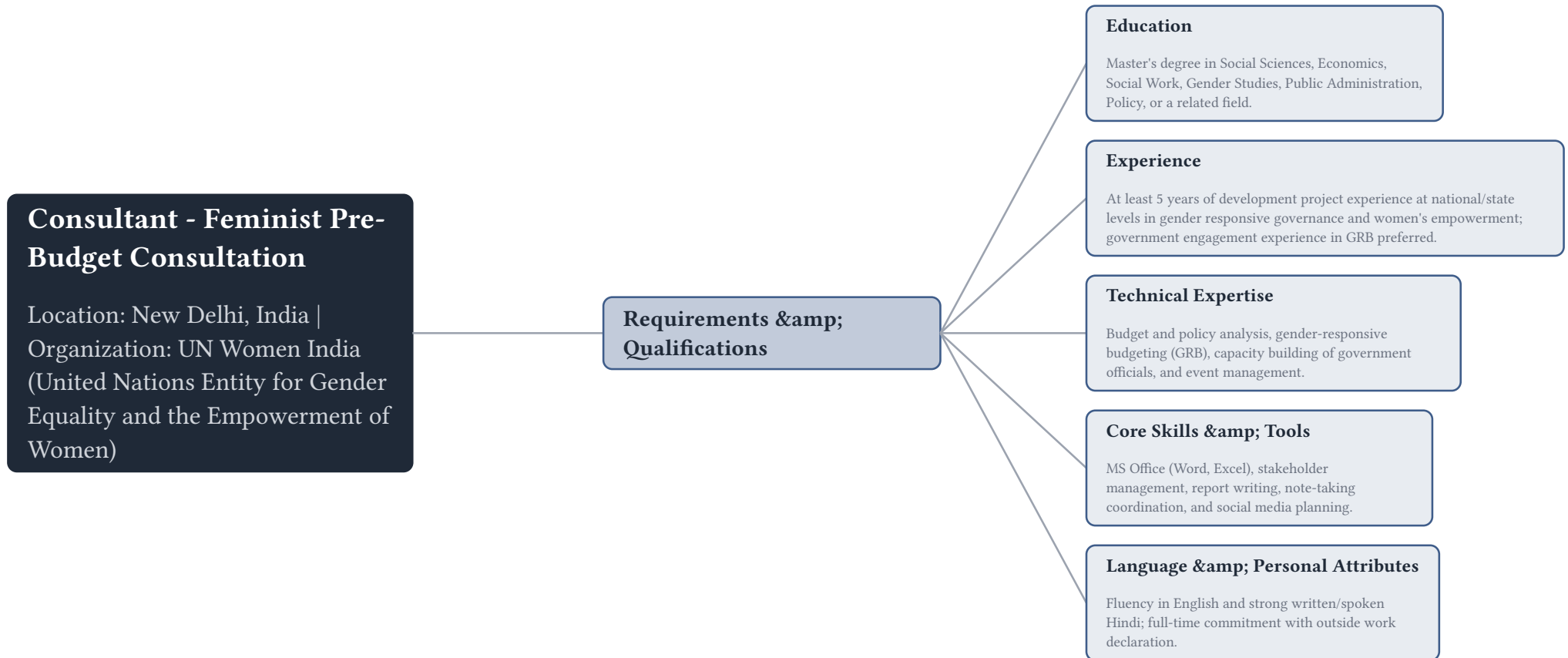
Consultant – Feminist Pre-Budget Consultation in New Delhi | UN Women

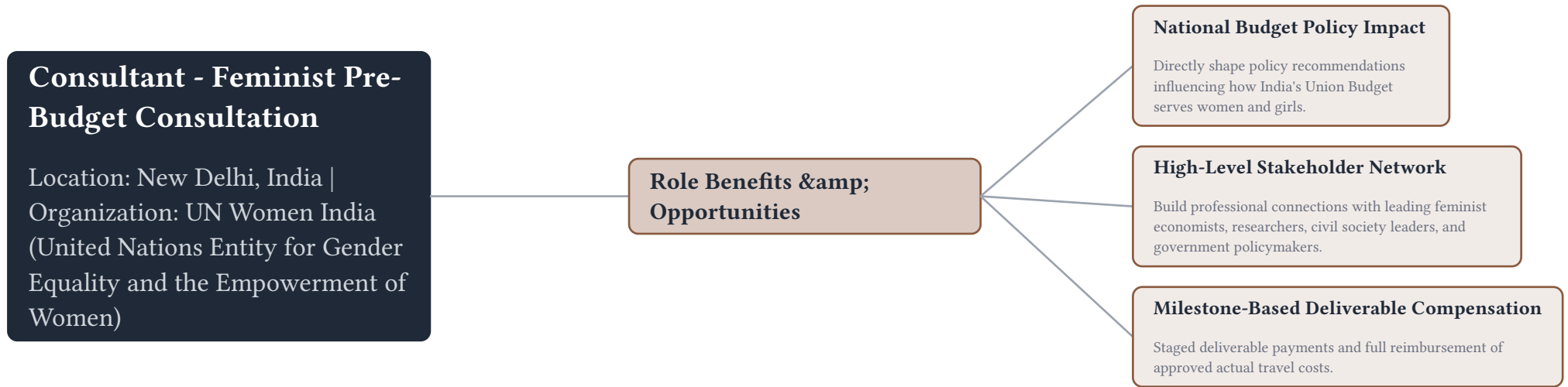
New Delhi, Delhi · contract · senior level · Competitive · Closes 3 Nov 2026

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Job Description

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UN Women

un.jpg UN Women is the United Nations body that works for gender equality and for the rights of women and girls. In India, it works with the government, civil society and communities so that laws, policies and public money do more for women. One part of this work is gender responsive budgeting, which means checking that the national budget meets the needs of women and girls. Each year UN Women India holds a Feminist Pre-Budget Consultation. It brings together civil society groups, feminist economists, researchers and development partners to look at the Union Budget through a gender equality lens.

Role

The Consultant will plan, run and record this year's Feminist Pre-Budget Consultation. You will turn the inputs of many partners into a clear concept note and agenda, look after speakers and participants, and make sure every discussion is written down. The main outcome is a strong set of recommendations that reaches policymakers and supports ongoing advocacy on public money for gender equality. You will work under the guidance of the Coordinator, Gender Responsive Budgeting, at the UN Women India Office.

Responsibilities

- Organise and lead planning meetings with partners, share meeting materials on time and follow up on agreed actions.
- Draft the concept note and agenda using inputs from UN Women and key partners, then revise and finalise them with stakeholders.
- Prepare and send invitations to speakers, panelists and participants, and follow up on confirmations, bios and session needs.
- Manage participant registration and keep records up to date, including contact details, travel needs and confirmations.



- Coordinate note-taking for every session and write a full event report with session summaries, the participant list and key recommendations.
- Build a communications and social media plan with the relevant teams and support at least 10 social media posts about the consultation.
- Share the final recommendations and event report with all participants and partners, and hand over a complete set of documents, meeting notes and records.

Requirements

- A Master's degree in Social Sciences, Economics, Social Work, Gender Studies, Public Administration, Policy or a related field.
- At least 5 years of experience on development projects at the national or state level, ideally on gender responsive governance, gender equality and women's empowerment, with hands-on work designing, running and monitoring projects.
- Some experience working with national or state governments on gender issues, ideally on gender responsive budgeting.
- Experience in budget or policy analysis and in building the skills of government officials.
- Good English and a strong command of written and spoken Hindi.
- Comfort with computers and office software such as MS Word and Excel.
- This is a full-time assignment, so you must declare any outside work and cannot take on other work during the contract. Consultants aged 65 or older who need to travel must have a full medical check and a fitness statement.

Benefits

- Work with UN Women on a national consultation that shapes how India's budget serves women and girls.
- Build connections with feminist economists, researchers, civil society leaders and policymakers.
- Approved travel is paid back at actual cost.
- Payment is made in stages as each deliverable is completed.

Apply

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Required Skills

- Gender responsive budgeting
- Stakeholder coordination
- Event documentation and reporting
- Policy and budget analysis
- Social media outreach

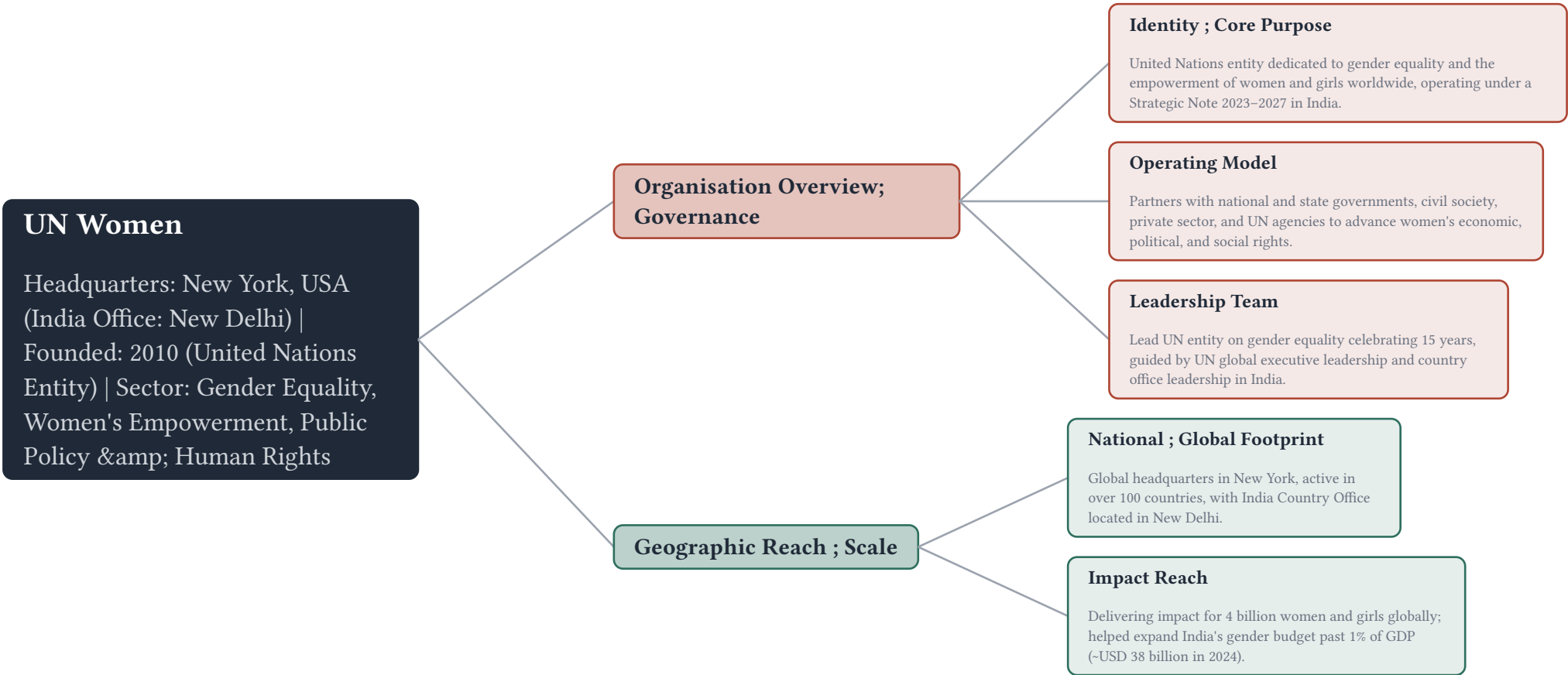
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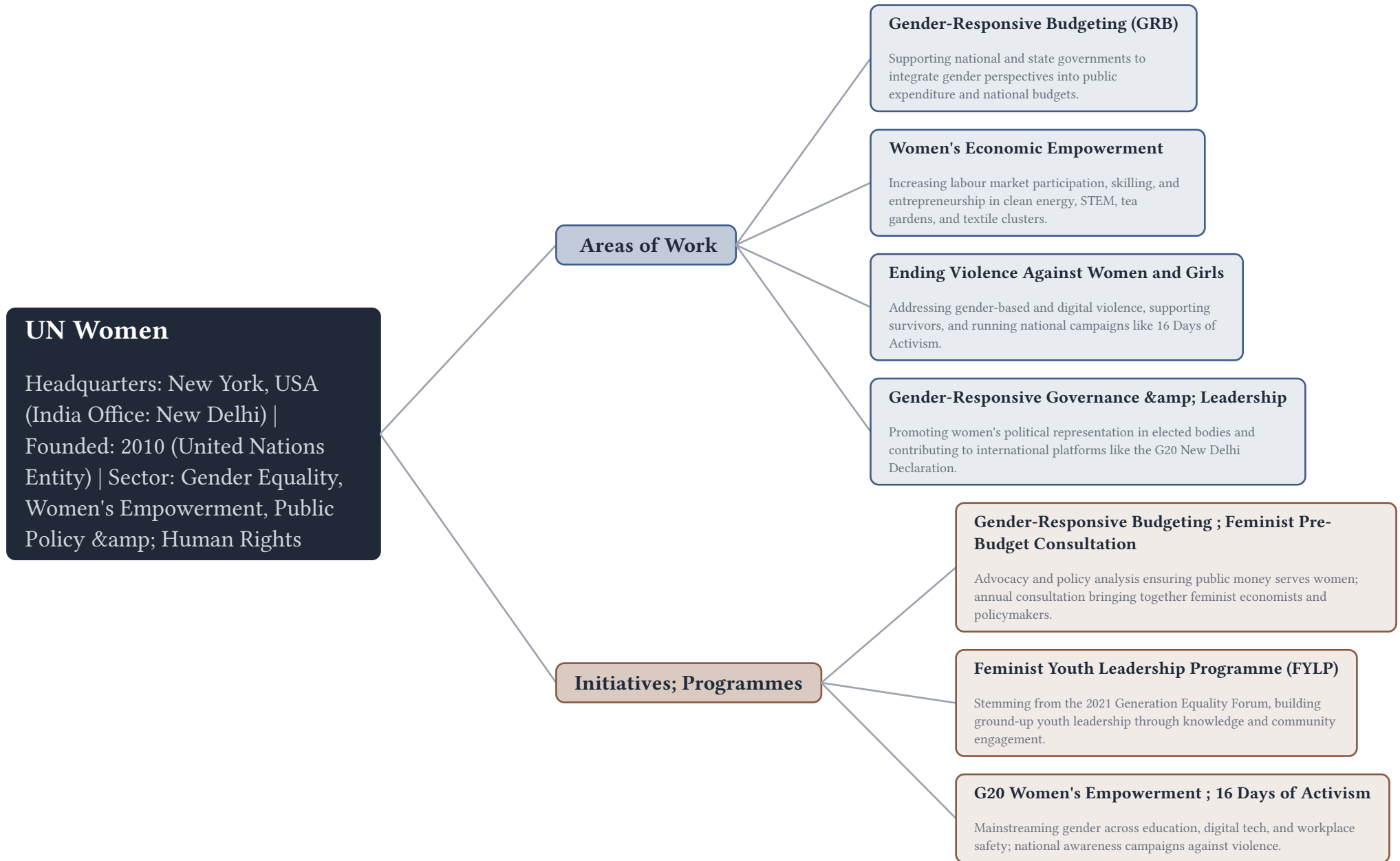
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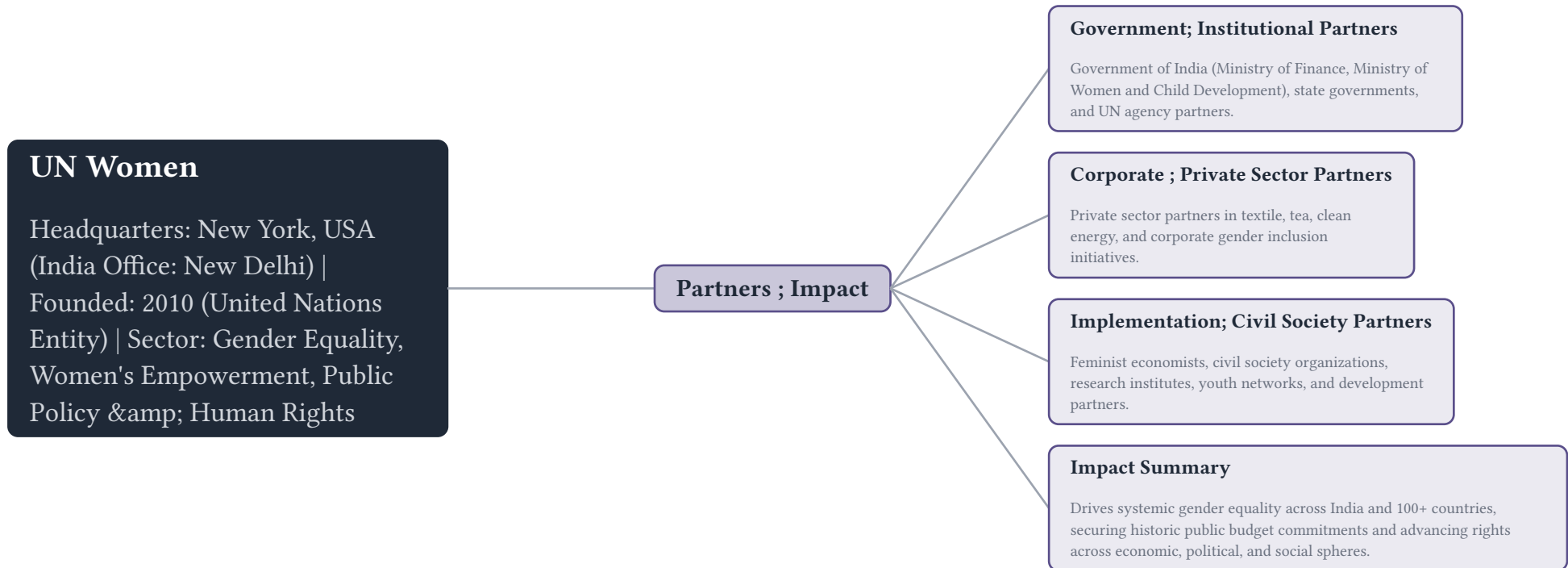


UN Women

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About the Company

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UN Women (United Nations Entity for Gender Equality and the Empowerment of Women)

un women (1).png UN Women is the United Nations organisation dedicated to gender equality and the empowerment of women and girls worldwide. Established in 2010 and now celebrating 15 years, it is the lead UN entity on gender equality, active in over 100 countries and delivering for four billion women and girls globally.

Youtube Video >

In India, UN Women's country office is based in New Delhi and works under a Strategic Note for 2023–2027. It partners with national and state governments, civil society organisations, the private sector, and other UN agencies to advance gender equality across economic, political, and social spheres. un (1).png

Key programmes include:

Gender-Responsive Budgeting (GRB): UN Women supports the Government of India in integrating gender perspectives into national and state budgets. In 2024, India's gender budget crossed 1% of GDP for the first time, totalling approximately USD 38 billion, a 37.3% increase from the previous year, with UN Women's advocacy contributing to this milestone.

Women's Economic Empowerment: From tea gardens in Assam to textile clusters in Rajasthan, UN Women works to increase women's participation in labour markets, support skilling and entrepreneurship, and promote women's inclusion in emerging sectors including clean energy, STEM, and the care economy.

Ending Violence Against Women and Girls: UN Women runs programmes addressing gender-based violence, including digital violence, and supports survivors in accessing justice and recovery services. It has engaged national campaigns and celebrity advocates as part of its 16 Days of Activism work.

Gender-Responsive Governance: UN Women supports women's political leadership through programmes promoting women's representation in elected bodies. The organisation actively engaged India's G20 presidency,



contributing to the New Delhi Leaders' Declaration, which committed to advancing gender equality across education, entrepreneurship, digital technology, and workplace safety.

Feminist Youth Leadership Programme (FYLP): Stemming from the 2021 Generation Equality Forum, FYLP builds feminist youth leadership in India through a ground-up approach combining knowledge, pedagogy, and community engagement.

UN Women India is a credible, globally-backed partner for organisations working at the intersection of gender, development, and policy. Roles here are suited to professionals who want their work to directly shape systems, shift norms, and advance rights at scale.

See the full listing and open roles: <https://aikyamjobs.org/companies/un-women>

Hope this gives you a clear, complete picture of the role — if it feels like a fit, the link above takes you straight to the full listing.