

# **CENTRE FOR WOMEN'S DEVELOPMENT STUDIES**

(An Autonomous Research Institute supported by Indian Council of Social Science Research)  
25 BHAI VIR SINGH MARG (GOLE MARKET), NEW DELHI – 110 001

EOI No. CWDS/47/2026

Date: 03 July, 2026

## **EXPRESSION OF INTEREST (EOI)**

### **For Engagement of Domain Experts for Framing/Review/Updating of Internal Policies**

#### **1. Background**

The Centre for Women Development Studies (CWDS) is an Autonomous Research Institute supported by Indian Council of Social Science Research, Ministry of Education, Govt. of India. CWDS is committed to maintaining a robust institutional framework through well-defined, contemporary, and legally compliant policies that support effective governance, administration, research, financial management, human resources, gender equity, ethics, and organizational development.

To strengthen and update its policy framework in line with evolving statutory requirements, best practices, and organizational needs, CWDS invites Expressions of Interest (EOI) from qualified and experienced Domain Experts/Consultants for assisting in the formulation, review, revision, and updating of its internal policies and related guidelines.

#### **2. Scope of Work**

The selected expert(s) may be required to:

1. Review existing policies, rules, regulations, manuals, and institutional practices of CWDS and identify gaps, overlaps, inconsistencies, and areas requiring revision.
2. Benchmark existing policies against applicable laws, regulations, government guidelines, and best practices and draft new policies and revise existing policies, procedures, and standard operating guidelines.
3. Conduct consultations with CWDS management, faculty, researchers, administrative personnel, and other stakeholders and prepare policy implementation frameworks, monitoring mechanisms, and compliance checklists.
4. Present draft policies before designated committees/authorities and incorporate feedback and submit finalized policy documents and related supporting materials.

#### **3. Indicative List of Policies to be framed/updated**

Applications are invited from experts possessing experience in one or more of the following policy framing/updating:

- Purchase Policy
- Contract and Temporary Staff Rules (including Consultants as per GFR 2017)
- Promotion Policy for Staff excluding faculty

- Guidelines for Internal Complaints Committee (ICC) in compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Anti-Fraud Policy
- Data Protection and Privacy Policy
- ToR for Executive Committee's sub committees
- Policy on IPR
- Research Ethics Policy
- Recruitment Rules with job profiles

CWDS may engage one or more experts depending upon the requirements.

#### **4. Eligibility Criteria**

Applicants should possess:

- Minimum 5 years of professional experience in the relevant domain.
- Demonstrated experience in drafting, reviewing, or implementing institutional policies, regulations, manuals, or governance frameworks.
- Experience of working with academic institutions, research organizations, government bodies, autonomous institutions, NGOs, or similar organizations will be preferred.
- Excellent drafting, analytical, and stakeholder consultation skills.

#### **5. Deliverables**

The selected expert(s) shall be expected to provide:

- Inception report and work plan.
- Review and gap-analysis report.
- Draft policy documents and associated procedures.
- Presentation of draft policies before designated committees/authorities
- Stakeholder consultation and final policy documents incorporating feedback.
- Implementation and compliance guidance, wherever required.

#### **6. Duration of Assignment**

The assignment is expected to be completed within two months from the date of award of work. The duration may be extended based on organizational requirements and mutual agreement.

#### **7. Submission of EOI**

Interested experts are requested to submit:

1. Detailed Curriculum Vitae.
2. Brief profile highlighting relevant experience.
3. List of similar assignments undertaken.
4. Approach and methodology for the assignment.
5. Proposed professional fee/consultancy charges.

## **8. Evaluation Criteria**

EOIs shall be evaluated based on:

- Domain expertise and professional experience.
- Familiarity with the Govt. of India rules and regulations.
- Experience in policy formulation/review assignments.
- Experience with academic, research, or development sector institutions.
- Quality of proposed methodology and approach.
- Financial proposal.

## **9. General Conditions**

1. CWDS reserves the right to accept or reject any or all EOIs without assigning any reason.
2. Submission of an EOI does not guarantee engagement.
3. CWDS may engage one or more experts based on organizational requirements.
4. All documents, reports, and policy drafts prepared under the assignment shall remain the property of CWDS.
5. The selected expert(s) shall maintain confidentiality of all information accessed during the assignment.

## **10. Last Date and Mode of Submission**

Interested candidates may submit their EOI by **20.07.2026** through email/post to:

### **The Director**

Centre for Women Development Studies (CWDS)  
25, Bhai Vir Singh (Gole Market), New Delhi-110001  
Email: [cwds@cwds.ac.in](mailto:cwds@cwds.ac.in)

**Director**  
Centre for Women's Development Studies