INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY AND ELECTION MANAGEMENT

Consultant — Artificial Intelligence

1. Position Details

Position title	Consultant — Artificial Intelligence (AI)
Number of positions	One (01)
Nature of engagement	Full-time, purely contractual consultancy; confers no right to regular appointment in ECI or IIIDEM.
Duration	Twelve (12) months, extendable by up to two further one-year terms subject to performance and requirement.
Place of posting	IIIDEM Campus, Dwarka, New Delhi.
Remuneration	₹ 12–16 LPA (consolidated), annual increase of up to 10% linked to annual performance review.
Mode of engagement	Contractual, through NISG (HR Service Provider of IIIDEM).

2. Background

IIIDEM is the training, research and capacity-building arm of the Election Commission of India, serving electoral functionaries across India and Election Management Bodies (EMBs) from over 140 countries. Generative AI can substantially speed up research synthesis, curriculum design, drafting and training-content production, but only when used in a disciplined, source-grounded and verifiable manner; otherwise it risks unsupported claims, confidentiality breaches and reputational harm.

IIIDEM proposes to engage a Consultant to build institution-wide capability for responsible AI use across research, training, curriculum and digital content, in line with MeitY's AI Competency Framework for the public sector. This is a capability-building role, and engagement is expected to leave behind trained teams and internal champions, documented workflows and SOPs, reusable prompt and template libraries, quality checkpoints and a governance framework.

3. Scope of Work

A. Diagnostic, Use-Case Prioritization and Roadmap

- Assess AI readiness and training needs across all teams, establish baseline measures (turnaround time, quality, effort) before rollout, and prepare a phased adoption roadmap with milestones, resource needs and success measures.
- Run a structured intake to identify, risk-tier and prioritize AI use cases, starting with low-risk internal productivity uses and gradually moving towards higher-risk or public-facing use.

- Evaluate AI tools on accuracy, data security (including data residency, prompt injection and leakage), Indian-language coverage, accessibility, cost and procurement feasibility; recommend an approved tool stack and track license use and cost.

B. Training Design and Delivery

- Design a tiered curriculum mapped to the MeitY AI Competency Framework (leadership, programme managers, implementers), with learning outcomes, session plans, exercises and pre- and post-assessments.
- Deliver hands-on workshops on live work products (classroom, online and blended), with a safe practice sandbox, clinics and desk-side support, and conduct Training of Trainers to build internal AI experts in each team.
- Where required, orient electoral functionaries, State/UT officials and EMB delegations on AI, including AI-enabled misinformation, deepfakes and synthetic media, consistent with ECI advisories, and contribute AI-and-elections modules to IIIDEM's national and international programmes in coordination with subject experts.

C. Research and Knowledge Products

- Build AI-assisted workflows for evidence review, comparative analysis including supervised agent-assisted workflows with human approval points and audit trails, and tracking international EMB practice on AI adoption for IIIDEM's research and programmes.
- Establish source-grounded drafting, verification (citations, figures, legal references, claim-to-source traceability) and review workflows (version comparison, comment compliance, terminology consistency), and methods to convert research into decision-ready briefs.

D. Curriculum and Training Material Development

- Institutionalize an AI-assisted pipeline that converts research into complete programmes (curriculum, modules, session plans, case studies, activities and assessments) consistent with IIIDEM pedagogy, with human validation checkpoints.
- Establish template-driven workflows for handbooks, facilitator notes and presentations with methods to keep material current with new laws and instructions.
- Develop AI-assisted production of multilingual training content at scale (video scripts, transcripts, subtitles, quick-reference guides) with mandatory subject & language review.

E. Digital Content, Media and Communication

- Train social media teams on AI-assisted drafting, editing and design using institutional templates, prompt libraries, and develop workflows for audience analysis, content calendars and performance reporting in compliance with data protection law.
- Set disclosure and labelling standards for AI-generated media, consistent with the IT Amendment Rules, 2026 and ECI advisories and prohibit synthetic depiction of officials, voters, events or electoral processes.

F. Responsible AI, Governance and Institutionalization

- Draft an institutional AI use policy and SOPs with an AI risk register and defined human-oversight thresholds, aligned with the DPDP Act, 2023 and DPDP Rules, 2025 (including obligations from May 2027), the IT Amendment Rules, 2026, the India AI Governance Guidelines (MeitY, November 2025), ECI instructions and partner-EMB obligations; and orient all staff on model limitations, hallucination, bias, confidentiality and mandatory human sign-off.
- Maintain a version-controlled, IIIDEM-owned repository of prompt libraries, guides, checklists and templates, and support the IT Division in configuring institutional assistants.
- Establish a monitoring framework tracking adoption depth and outcomes against baseline, and an AI incident register with escalation, reporting periodically to DG-IIIDEM.
- Maintain an internal register of AI tools and uses on IIIDEM's use of AI.

4. Essential Qualifications and Experience

4.1 Educational Qualification

- M. Tech (CS/IT), MCA/Master's degree in Computer Science, AI, Data Science, IT, Law and Technology from a UGC-recognized or statutory institution; OR
- B.E./B. Tech (CS/IT) or any allied relevant discipline.

4.2 Professional Experience and Competencies

- Minimum five (05) years of post-qualification experience, including at least three (03) years designing and delivering AI/generative AI training or leading AI adoption programmes for working professionals (classroom and online/blended), with evidence of participant numbers and outcomes.
- Demonstrated advanced proficiency with mainstream generative AI tools across Communication platforms and objective tool evaluation; expertise in source-grounded prompting, agent-assisted workflows with human-in-the-loop controls, reusable prompt libraries and knowledge-grounded assistants.
- Demonstrated competence in verification practice (hallucination control, citation checks, claim-to-source traceability), instructional design and adult learning (needs analysis, outcome definition, assessment design, Training of Trainers).
- Experience with Government bodies, National / State Training Institutions or International Organizations working on democracy, governance or elections, with familiarity with electoral processes and neutrality standards.
- Experience in AI-assisted media production and in training on detecting misinformation and synthetic media.
- Working knowledge of the DPDP Act and Rules, IT Amendment Rules, 2026, India AI Governance Guidelines, government confidentiality obligations and AI copyright issues.

5. Desirable Qualifications and Experience

- Relevant certification in AI, data science, instructional design or a recognized platform, familiarity with ISO/IEC 42001, or publications on AI in education or governance.

6. Reporting, Review and General Conditions

1. The Consultant will report to the DG- IIIDEM, submit monthly progress reports and present quarterly reviews. Performance will be reviewed quarterly vis-a-vis the Key Outcomes and the agreed work plan; continuation and extension depend on performance and requirement.
2. All material and data accessed belong to ECI and IIIDEM, and all deliverables vest with IIIDEM with full rights to use, modify and distribute them. The Consultant will sign a non-disclosure undertaking for same.
3. The engagement is purely contractual, confers no right to regular appointment or Government benefits, and may be terminated by either side with one month's notice or payment in lieu.
4. Candidates in Government, PSU or autonomous-body employment must apply through proper channel or produce a No Objection Certificate at interview. Only shortlisted candidates will be called, and the Institute may raise shortlisting thresholds.
5. The Institute may modify the scope and schedule, fill or not fill the position, and relax any condition in its interest, with approval of the competent authority.
6. Eligible candidates may apply through the IIIDEM / NISG official website.