



AHEAD INITIATIVES

RETAINER POLICY

Version No	1.0	Date of Issue	5 September- 2025
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AHEAD Initiatives

Policy for Engagement of Retainer Consultants/ Professionals

1. Introduction

The Retainer Policy has taken inputs from the policy followed by different organisations, including the National Bank for Agricultural Reconstruction & Development (NABARD), the National Rural Livelihood Mission (NRLM). However, considering the extent of use of the Retainer Consultants in the civil society domain, the present policy has made several customisations and actually has turned out to be our own retainer policy.

2. Defining Retainers for Ahead Initiatives (AI)

In the context of AI, a retainer is an individual professional whose services are requisitioned by the Institution (Ahead Institute, a not-for-profit Company registered under Section 8 of the Companies Act, 2013) on part time basis and for the purpose of delivering specific outputs.

3. Basic structure of the fees/ compensation/ remuneration payable to the Retainers

There will be one minimum guaranteed component of the fees/ compensation/ remuneration payable to the Retainer Consultant. Whether work is assigned or not, the Retainer Consultant will be paid the minimum guaranteed compensation per month. However, when the compensation payable for the work assigned during the month exceeds the minimum guaranteed amount, this will be adjusted within the compensation for the work assigned.

4. Specific areas of assignment

Considering the nature of work that AI does, following areas have been identified for empanelment of Retainer Consultants

- 4.1. Preparation of knowledge resources relevant to the domains in which AI works
- 4.2. Supporting the Organisation (AI) in conducting field research including developing the research framework, framing the central research question and the questionnaire, developing other instruments to be used for the primary survey, survey of secondary sources of information including literature survey, analysis of data coming out of the primary and secondary research, presentation of research findings etc.
- 4.3. Taking part in field work for case studies as identified by the Institute's core personnel and providing data support with photographs etc. to the domain heads for writing the case study documents
- 4.4. Designing different books and publications including fliers, brochures, occasional papers, working papers, discussion briefs etc. as well as preparing documents for digital publication
- 4.5. Preparing translated versions of different documents/ manuals/ guides relevant to the domains that AI works in
- 4.6. Preparing / supporting in preparation of project proposals and pitch decks for submission to prospective donor organisations

There might be more areas evolving as we go along.



5. Eligibility for the Retainers

Ahead Initiatives is not prescribing any prohibitory eligibility criterion for the Retainers. However, the minimum educational qualification for the Retainers will be graduates from a recognised University/ Institution. The Retainer should have appropriate exposure/ additional qualification in the area for which the Retainer applies. However, for the research and case studies related assignments, degree or diploma in rural development/ rural management and experience in research work would be an added advantage and will carry weightage for selection. For research related assignments, Degree/ Diploma from a recognised University/Institute on Rural Development/ Social Work/ Research Methodology and/ or experience in conducting social survey on behalf of the Government/ CSO would be preferred. Degree/ Diploma in Communication/ Designing/ Graphic Design/ Multimedia from any recognised University or Institute and/ or experience in working in the communication sector in a government/ non-government institution/ organisation/ private organisation of repute would be assets for selection to positions requiring creative communication support.


6. Selection of Retainers


The retainers will be selected on the basis of open advertisement through the website of the organisation (<https://www.aheadinitiatives.in>). Applications received will be shortlisted, area of assignment-wise (as indicated in 4 above), by a selection committee comprising the Chief Executive Officer, AI as Chairperson, Directors in charge of Food Security, Eco Livelihood and Inter-generational Lifelong Learning as members. A fifth member will be inducted by the CEO on an event basis. Shri Arunesh Mazumder, who is also the Director of Research in Ahead Initiatives will be the Member-Secretary of the Selection Committee. After shortlisting, the selected applicants will be called for a discussion (face to face/ online) and depending upon the number of applicants, the Selection Committee will decide on further modalities of selection. The process will have to be transparent.

7. Code of Conduct for the Retainers

- 7.1. The Retainer shall follow the rules and regulations, which are in general applicable to employees of Ahead Initiatives.
- 7.2. The Retainer shall follow the confidentiality protocol of Ahead Initiatives and shall not reveal to any person or organization confidential information relating to Ahead Initiatives, its work and policies.
- 7.3. The Retainer shall not claim any intellectual property right over the work done at Ahead Initiatives and has to strictly maintain the confidentiality of Ahead Initiatives' intellectual property. Any violation/infringement will be viewed adversely against the Retainer and may invite appropriate action.
- 7.4. The Retainer shall have no claim whatsoever on the results of the work. Ahead Initiatives retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of the work.




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- 7.5. The Retainers may, however, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to Ahead Initiatives cannot be revealed under any circumstances.
- 7.6. Any papers and documents written and/or published by the Retainer should carry the caveat that the views are the personal views of the author and do not represent or reflect the views of Ahead Initiatives.
- 7.7. Retainers will follow the advice given to them by Ahead Initiatives regarding representations to third parties.
- 7.8. In general, a Retainer may not interact with or represent Ahead Initiatives vis-à-vis third parties. However, at times a Retainer may specifically be authorized to interact with third parties on behalf of Ahead Initiatives depending on the nature of his/her role and responsibilities.
- 7.9. No Retainer shall interact with or represent Ahead Initiatives to the media (print and electronic).
- 7.10. The Retainers will conduct themselves professionally in their relationship with Ahead Initiatives and the public in general.
- 7.11. In the event of unsatisfactory performance, the concerned Retainer may be advised by Ahead Initiatives to discontinue the association, with one months' notice.

8. Facilities provided:

- 8.1. The Retainer will have to use his/her own personal laptops or devices. However, in urgency, the Institute will provide in-house computer support along with other peripheral when the Institute asks the Retainer to work for a continuous spell in the Institute premises
- 8.2. The Retainer will have to work from home, if not on a field placement/ visit or not called to attend the office of the Ahead Initiatives. In urgency, the organisation may ask a Retainer to attend office and provide support in developing reports/ presentations etc. Moreover, depending on the nature of engagement, the Retainers may work on some of the days from the office premises of Ahead Initiatives.
- 8.3. Conveyance charges will be reimbursed at actuals, subject to a ceiling to be decided every year.
- 8.4. If the Retainer is sent to the field, local transportation, board and lodging will be arranged by the organisation at no cost for the Retainer.

9. Deliverables and reporting:

- 9.1. Specific works will be assigned to the Retainers from time to time
- 9.2. For each work given, number of days will be indicated in consultation with the Retainer
- 9.3. The timeline for delivery and the format of reporting will also be indicated for every individual work
- 9.4. Payment will be made on monthly basis



10. Remuneration:

Each Retainer will be paid a minimum guaranteed amount of Rs.15000.00 (fifteen thousand rupees) or Rs.20000.00 (rupees twenty thousand per month. For every day of work assigned and completed, the Retainer will get Rs.3000.00/Rs.4000.00 per day of work subject to a maximum of 10 days in a month. However, when monthly fees exceed the minimum guaranteed payment, only the daily professional fees will be paid and no additional amount as part of the guaranteed payment.

11. Termination:

- 11.1. Ahead Initiatives may disengage an empanelled Retainer from the Retainership if AI is of the view that the services of the Retainer are no longer required. However, that will require one month's notice.
- 11.2. If the Retainer decides to disengage from Ahead Initiatives, he should provide 2 weeks' prior notice.
- 11.3. Upon termination, the Retainer must hand over to Ahead Initiatives, any papers, equipment or other assets which might have been given to the Retainer by the organisation. This will include any badges or ID Cards which may have been issued to the Retainer.
- 11.4. If it comes to the notice of Ahead Initiatives that the person whose services have been terminated by Ahead Initiatives continues to act in a manner which gives an impression that he is still working for Ahead Initiatives, AI shall be free to take appropriate legal action against such person.
- 11.5. The Competent Authority may initiate appropriate action against erring Retainer and the decision of the Competent Authority would be final and binding on the Retainer.

12. Power to remove difficulties:

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.




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