BLOGS

Consultatio Fellowship 2025 by Civis [June 2025 – June 2026; Public Policy]: Apply by May 17 (6 PM)!

Ruchika Mohapatra · 12 May 2025

Applications are invited for Consultatio Fellowship 2025 by Civis. Read the post for complete details. Apply by May 17; 6 PM!

About Civis

Civis, a non-profit organisation, runs a fellowship opportunity in Mumbai for fresh law graduates who wish to pursue a career in public policy in India.

Civis has developed a platform that enables citizens engagement, in our democracies, by creating a channel for constructive dialogue between citizens and the Government on draft laws and policies.

Through Civis, individuals in India can understand an upcoming law or policy and share their feedback on this law, this feedback goes straight to lawmakers. This crucial step of consultation allows for participatory design of policies, increased trust and dialogue.

Civic Innovation Foundation believes that laws that are drafted for the people, should be drafted by the people. On the online platform, we:

- Aggregate all open laws seeking feedback.
- Simplify these laws in easy to understand language.
- Translate them into local languages.
- Reach out to individuals and gather inputs on these laws.
- Analyse and share citizen’s feedback with the Government – building Government capacity to run effective Consultations, and gather actionable insights.

About the Consultatio Fellowship

Consultatio Fellowship allows one recent law graduate the opportunity to work with different verticals at Civis and gain an in depth understanding of public policy in India, while being a part of a developing eco-system that promotes citizen engagement in law-making.

About this Role

Facilitating and managing public consultations on draft laws and policies on the platform. This includes:

- Scoping and staying updated on new draft policies open for consultation by Centre and State governments, along with local level authorities and updating the team about the same.
- Keeping tabs on the deadlines, extensions of various consultations and updating them on Trello and Civis' backend admin panel accordingly.
- Writing and editing scripts for consultations where videos are being made and then shooting these videos.
- Mapping the relevant policy update against the given consultation
- Creating and maintaining an archive of past consultations

Managing the Policy Leaders Internship Programme, which includes:

- Keeping tabs on the internship cycles and sending out the internship invitations
- Conducting initial cohort sessions for onboarding the interns
- Assigning interns draft policies open for consultation in order to create citizen-friendly resources that break down legal and technical jargon.
- Editing draft summaries received from interns in adherence to Civis' Legal Summary Guidelines
- Reviewing performance of interns along with conducting mid-cohort checkins
- Assigning and reviewing blogs written by interns and publishing them on Civis' medium blog.

Furthering, tracking and reporting progress of pre-legislative consultation process in India:

- Creating a comprehensive database of public consultations available with Civis' as well as other publicly accessible forums
- Keeping a tab on the policy updates related to the public consultations, i.e. if there are new rules, laws, etc. mandating or changing how public consultations operate.
- Analysing data and reviewing consultation related metrics to gain insights into the public consultation domain in India.
- Carrying out workshops for college students in furtherance of building awareness about pre-legislative consultation.

Assisting in Outreach and Communications:

- Drafting and sending emails to Civisens where responses have been successfully received by the Ministry/Department seeking feedback
- Supporting with creating a script for communication of the consultation on WhatsApp/IVRS
- Recording video explainers of key draft policies for Civis' social media channels.
- Assisting in outreach activities for specific projects

Supporting the product management team with chatbot management and FAQs on Civis' work on specific consultations.

Supporting the governance team with:

- Drafting and sending Citizen Engagement Reports in cases of successful public consultations.
- Identifying PLCP Champions from past government consultations.
- Drafting consultation summaries for government partners.

Application Deadline

6 PM on 17th May, 2025

How to Apply?

Applications must be submitted via the link mentioned at the end of this post.

Click here to apply.

Click here for the job description.