

## Terms of Reference

### Director - Research and Knowledge Management

<b>Organisation</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Posting Date</b>	18/09/2020
<b>Location</b>	New Delhi, India
<b>Grade</b>	Director
<b>Salary and benefits</b>	INR 2.50 to 3.50 lakhs per month + 10% Transportation allowance + 10% Housing allowance, (salary and designation will be offered commensurate with experience and qualifications)
<b>Contract</b>	Fixed Term Contract (3 years), extendable to another 3 years, Full-Time, National Hire
<b>Occupational Groups</b>	Infrastructure, Development, Disaster Risk Mitigation, Advocacy, Partnerships, External Relations, Stakeholder Management
<b>Last Date of Application</b>	13/10/2020

#### Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world. The outcomes would lay foundation of resilient economies and society through cross-sector commitments at to global scale.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the Sustainable Development Goals (SDGs) objectives of universal access to basic services, enabling prosperity, and decent work. The CDRI envisions measurable reduction in infrastructure losses from disasters including extreme climate events.

The Government of India has established a Society in New Delhi to act as the Secretariat of CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programmes of CDRI. This position is being advertised for national hire in staff positions on Fixed Term Contract of three (3) years.

#### Objective of the position:

CDRI is looking for an outstanding professional for the position of Director - Research and Knowledge Management to lead research and knowledge management activities in the domain of Disaster Resilience Infrastructure (DRI). The position holder would be responsible for developing research areas, process and culture of research, innovation, and knowledge management at international level. The position holder will also ensure performance and long-term utilization of CDRI's knowledge products at appropriate levels.

Reporting to the Director-General CDRI, the incumbent will head and ensure the accomplishment of activities under the Strategic Priority 2: Research and Knowledge Management of CDRI.

Key Objectives of this position are:

1. Take full ownership for the Research and Knowledge Management Division to establish CDRI as a global benchmark of Disaster Resilient Infrastructure.
2. Direct development of strategy, implementation, monitoring, publicity, and improvement in line with the mission of CDRI, changing context of disasters, global trends of innovation.
3. Direct and co-create development of research projects, identify opportunities of research outcomes, circulation of knowledge, building of knowledge base, including supervision of administration, planning and programme implementation.
4. Develop a system for measuring performance of research and knowledge management initiatives by CDRI.
5. Lead formulation and coordinated implementation of the substantive work programme of CDRI's Research and Knowledge Management Division, determining priorities, collaboration, and allocating resources, including human resources, synergy with other divisions, for high-quality and timely delivery of outputs.
6. Conceptualise, develop, and establish the CDRI Knowledge Portal as one stop source of information for DRI.
7. Negotiate, build, and grow global network of research and knowledge organizations, innovation hubs, other similar initiatives, relevant government departments, industry, financial sector, patent agencies, experts, publishers, and other cross functional teams; to act as catalyst for capacity development.
8. Initiate and supervise the programmatic/administrative tasks necessary for the functioning of the Division, including preparation of requirements, budgets, designing and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), and talent acquisition and retention.
9. Develop strategy for negotiating the cause of CDRI with existing and potential members and encourage them for greater participation and acceptance.
10. Develop a work culture that promotes innovation, high impact research, and inclusive assimilation of knowledge.

### **Role and Responsibilities:**

Within the delegated authority and CDRI's organizational set-up, the incumbent will be accountable for following duties and tasks:

1. **Plan, coordinate, and lead activities:**
  - Ensure that the CDRI Secretariat has clear project objectives and associated work plan to support the national and global initiatives related to disaster resilience in line with the CDRI work strategy.
  - Build, manage and strengthen national and international support to CDRI's mission and objectives, and enhance the credibility and brand of the organization.
  - Develop, maintain, and update the CDRI Work Plan and its implementation. The strategy and work plan would include environmental and stakeholder assessment, objectives, monitoring and evaluation of impact, success and opportunity for improvement, ongoing refinement of the work plan and its implementation strategy.

- Chair meetings, seminars etc., on substantive issues, represent the Coalition and/or the Division at various regional, inter-agency and international meetings, seminars, and conferences.
- Maintain close collaboration with internal and external development partners for effective coordination at every level.
- Under the leadership of the Director-General, guide the Division to provide substantive support and collaborate closely with the CDRI Members on research and knowledge management within Coalition's projects and policy, development of education and training materials.

**2. Deriving research and knowledge management:**

- Establish work plan and staffing requirements for programmes/activities and supervise assignment of teams and their smooth coordination.
- Ensure timely achievement of the programme objectives in disaster resilience by ensuring effective programmatic approach implementing or monitoring a project at national or international level.
- Outline work plan to define, scope, duties, responsibility, and scope of authority within the research and knowledge management team.
- Develop mechanism for fair, honest, and ethical research activities.

**3. Assistance to the management:**

- Ensure that the CDRI Secretariat has a well maintained and continually developed knowledge pool of individuals, groups, organizations (including Governments, UN, and National and International development agencies) whose support is essential in framing research projects and outcomes.
- Provide guidance to the division's substantive contributions to internal and external publications.
- Provide strategic advice and support the DG on the Coalition's and Society's governance arrangements on management issues including budget/programme performance, as appropriate.
- Bring a culture of innovation and inspiration through mentoring schemes, talent acquisition and retention, confidence for experimentation, negotiate importance of research quality against other tangible outcomes.

**4. Global priorities and interventions:**

- Ensure that the CDRI Secretariat has an effective strategy and process in place for accumulating, collating, producing, and publishing highest-quality research with long lasting impact.
- To contribute in curriculum development and provide inputs to relevant industrial and educational bodies engaged in decision making on standards, policy, investments, and training programmes, relevant for CDRI.
- Manage high-profile engagements on Disaster Resilience priorities at the global levels, including influencing agendas to raise awareness about the importance of disaster and climate resilient infrastructure.
- Support the CDRI's global objectives and strategy through implementation of complementary country specific activities. Work plan should anticipate the inclusion of work on global priorities and interventions.

- Coordinate with representatives of the CDRI member countries and other multi-lateral partners with respect to substantive matters and ensure that productive and co-operative relations with counterparts are maintained.
- Identify gaps in knowledge and research capabilities in different countries and work to facilitate collaborative and symbiotic knowledge and technology transfer.

**5. Time frame and financial parameters:**

- Ensure that funds received for the activities are appropriate and utilized timely by following effective approach of managing, monitoring and analysing impact.
- Ensure that activities are completed as per planned schedule and within budget while also ensuring financial accountability.
- Enable performance-based budgeting, and the management of finances in accordance with Indian and international regulations, rules, and compliance.
- Develop and support CDRI in resource mobilization from CDRI Member Countries and other stakeholders as well as understand their priorities and areas of interest and adapting content and approaches of resource mobilization activities to their requirements.

**6. Internal capacity building and technical support:**

- Ensure that the CDRI's team is provided with professional expertise and advice on all aspects of research, innovation, knowledge management, and quality-publications.
- Ensure that teams work in synergy during all initiatives and realistic plans are to their specific project objectives.
- Develop culture of creative thinking and getting things done.
- Build and develop the network of CDRI Alumni from different programmes and encourage them to join the cause of resilient infrastructure.

**7. Advocacy and partnership:**

- To ensure political neutrality and consideration of political sensitivity withing research and knowledge product, without compromising the quality of research outputs.
- Provide support and inputs to other divisions for programme implementation through exemplary knowledge products, information exchange and building overall capacity of CDRI Secretariat.
- Support the advocacy and partnerships teams in the development of work plan in line with the global development strategies developed for CDRI.

**8. Monitoring and evaluation:**

- Ensure that activities of the technical staff and divisions are aligned to the established Work Plan of CDRI.
- Ensure that steps and objectives of the programme are periodically evaluated with a 360-degree feedback, transparency, and unbiased assessments.
- Supervise the status review reports prepared by technical personnel and develop project recovery plans. Prepare and review project reports for presentation to the Coalition's and Society's governance arrangements and its members, as required.

**9. Trust building and collaboration:**

- Ensure that an environment of trust is developed among institutions and stakeholders to ensure their engagement based on their roles and responsibilities.
- Coordinate strategies with representatives of the member countries and multi-lateral organizations with respect to substantive matters and ensure that productive and co-operative relations with counterparts are improved.
- Coordinate with the Director– Technical Support, Director-Capacity Development and Director -Advocacy and partnership for public outreach, press releases, public presentations of the work, and web site development and content.
- Network with national and international organisations, educational institutions, non-profit organizations, and private sector business interests for future program development of CRDI Secretariat in the field of disaster resilient infrastructure.
- Perform other duties as delegated by the Director-General, CDRI.

### **Competencies:**

#### Core Values:

- Commitment
- Diversity and Inclusion
- Integrity

#### Core Competencies:

- Extensive skills on research tools
- Widely read
- Motivational
- Drive for Results

#### Functional Competencies:

- Entrepreneurial
- Research writing and review
- Methodological and critical
- Persuasive and Influential

#### Knowledge Required:

- Demonstrates expertise in knowledge management, leadership, and strategy, and in the fields of disaster risk reduction and sustainable development.
- Demonstrates superior creativity, research methods, collaboration skills and review techniques to provide alternative options to the team.
- Strong analytical, written, editing and verbal skills for communicating with broad and diverse stakeholders including ability to present complex ideas in simple ways.
- Optimise research and knowledge collaborations to maximise achievement of mission of CDRI through change management and innovation.
- Ability to exploit commercial benefits of the research outcomes.

**Qualifications:**

Educational Criteria:

- Post-Graduate qualification covering research in infrastructure, engineering, architecture, earth sciences, disaster management, climate change, environment, knowledge management, policy, management, or another related field.
- Doctorate or equivalent degree a field relevant to the profile's technical requirements is desirable.

Experience Criteria:

- Over fifteen years of experience with progressive responsibility in research, knowledge domains, academic research, knowledge creation and management, development projects, and in disaster risk reduction, sustainable development, environment, or related area is required.
- Track record of high-quality research involving multiple research methods, tools and techniques, qualitative and quantitative techniques, and industry driven research is required.
- Experience in industry or research in Infrastructure Sectors (Power, Telecom, Transport, Water, Urban Infrastructure, etc.) for at least 5 years.
- Experience in writing research proposals, industry sponsored projects, collaborative and academic research, to influence high-level leadership, policymakers, industry, and other external stakeholders.
- Experience in senior management positions, including research or consulting roles in reputed consulting firms, research, government, or international organizations is required.
- Experience in leadership positions, including leading complex planning processes, interacting with, and establishing productive cooperation with diverse partners, comprising Governments, the UN, multi-lateral systems, industry, financial sector, knowledge and research institutions and others is required.
- Track record of patents, publications in high-impact peer-reviewed journals, serving as editor or reviewer of international journals, publishing books/chapters, serving in technical or standard committee etc. are desirable.
- Experience in overseeing development of knowledge management system and organizational functioning in international organizations is desirable.
- Experience of working in the UN or ISO systems is desirable.
- Experience of hosting and representing organizations at high-level international conferences and events is desirable.
- Experience of leading the research and development in organizations with a wide research scope is desirable.

**Reporting Line:**

The Director – Research and Knowledge Management would report to Director-General, CDRI.

**Language Proficiency:**

- Fluency in English.
- Knowledge of a language of CDRI Partner country will be an asset.

**How to Apply:**

If you have experience of working in a similar capacity and want to make an active and lasting contribution in a global initiative spearheaded by India, please apply through the **online application form only** on or before the last date.

Application Process: Online application form will be available at [www.cdri.world/jobapply.php](http://www.cdri.world/jobapply.php) from 23<sup>rd</sup> September 2020.

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment including sexual harassment and gender / racial discrimination. Any selection therefore will be subject to satisfactory reference and background check.

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