

## Terms of Reference

### Principal / Lead Specialist - Advocacy

<b>Organization</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Posting Date</b>	05/02/2021
<b>Location</b>	New Delhi, India
<b>Grade</b>	Principal / Lead Specialist
<b>Salary and benefits</b>	INR 1.75 to 2.50 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>	Advocacy and Partnerships
<b>Last Date</b>	18/02/2021

#### 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, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and development associated with it. The vision, mission, goal and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the global infrastructure systems in an increasingly interconnected world. The outcome of such collaboration would be aimed at building resilient economies and resilient people through cross-sector commitments at all levels towards adaptation and resilience with concrete outcomes that will bring resilience action 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 of and retrofit resilient infrastructure to respond to the Sustainable Development Goals (SDGs) objectives of expanding universal access to basic services, enabling prosperity, and decent work. CDRI envisions enabling 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 programs of CDRI. This position is being advertised for staff positions on Fixed Term Contract of three (3) years.

#### Objective of this position:

CDRI is looking for an experienced professional for the position of Principal/Lead Specialist (Advocacy) to work under the supervision of Director (Advocacy and Partnerships). The incumbent shall initiate, design, and implement projects, technical support and research activities relating to advocacy of disaster resilience of infrastructure for CDRI.

### **Role and Responsibilities:**

- Anchor the development, management, and implementation of advocacy initiatives and projects in line with the aims of CDRI.
- Develop advocacy strategies.
- Strategize, plan, and manage international events, advocacy projects and initiatives, knowledge and technology marketplaces, and dissemination of various knowledge products for CDRI.
- Strategize, coordinate, and organize workshops, events, meetings, and panel discussions.
- Draft concept notes, and oversee, manage and write the briefing notes, technical reports, outcome reports, presentations, etc. for all advocacy initiatives.
- Provide technical support to the development and maintenance of advocacy initiatives.
- Identify, strategize and engage with experts, networks, potential platforms for advocacy and CDRI engagement.
- Identify and develop linkages with national and international institutions of excellence working on issues related to disaster resilient infrastructure.
- Lead and support CDRI to strengthen the linkages between the global, regional, and national work on disaster resilient infrastructure.
- Identify and develop linkages with key individuals, organisations, experts, relevant stakeholders, etc., to liaise with to engage at various platforms and knowledge dissemination for disaster resilient infrastructure.
- Liaison and coordinate with Partnership, and Media Principal/ Lead Specialist to network, engage, and collaborate to achieve common goals.
- Develop a strategy for awareness generation at the policy level on issues related to disaster and climate resilient infrastructure.
- Advocating, promoting, and positioning the organisation as a people-oriented organisation for problem solving, learning, and advise relating to infrastructure resilience.
- Provide any other support as required by CDRI.

### **Competencies:**

#### Essential:

- Experience in spearheading international conferences, workshops, events and creating global platforms.
- Demonstrated strategic, technical and intellectual skills in the substantive area.
- Experience of drafting knowledge products such as books, articles, research papers, toolkits, guides, policy papers and notes, baseline studies and/or comparative studies.
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team.
- Strong advocacy and partnership development skills.
- Excellent communication, networking and interpersonal skills.

- Excellent written and editorial skills in English. Ability to present information and concepts clearly, both verbally and on paper.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams; Capacity to work with diverse partners including governments, academicians, think tanks and other stakeholders.
- Experience of working in international organisations.
- Analytical and strategic planning skills and the ability to handle multiple priorities.
- Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems.
- Familiarity with international frameworks like the SDGs and the Sendai Framework on Disaster Risk Reduction (SFDRR) and the Paris Agreement on Climate Change.
- Past track record to work independently, deliver timely and quality products.
- Computer proficiency, especially in professional office software packages (Microsoft Office).

**Desirable:**

- Experience in advocacy in the field of sustainable development, disaster risk reduction and climate related subjects.
- Experience in developing and implementing advocacy strategies for large organisations in public or private sectors.

**Qualifications:**

**Educational Criteria:**

Post-Graduate qualification in international relations, public relations, international cooperation for development, communication, social science, journalism, political science or related field. A first-level university degree in combination with four additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

**Experience:**

Minimum 10 years of overall experience with at least 4 years at the national or international level, including experience within the international development system in advocacy programmes and projects. Specific experience in disaster risk reduction will be given additional weightage. Minimum 3 years of experience as a staff or consultant in an international organisation.

**Reporting Line:**

The incumbent shall report to Director (Advocacy and Partnerships).

**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

<http://cdri.world/career/login.php>

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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