

## Terms of Reference

### Principal / Lead Specialist - Publication

<b>Organisation</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Job posting date</b>	18/09/2020
<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>	Infrastructure, Development, Disaster Risk Reduction, Publishing
<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, 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:

To conceptualise, initiate, and develop publication materials, activities and other products relating to disaster and climate resilience in infrastructure sectors. Reporting to the Director (Research and Knowledge Management), CDRI, the incumbent will facilitate in developing knowledge products and publications and provide support for effective accomplishment of activities under the Strategic Priority 2: Research and Knowledge Management of CDRI.

### **Role and Responsibilities:**

- Lead the development of publication material and other knowledge products including case studies, toolkits, presentations, and learnings in line with the mission of CDRI.
- Identify best global avenues and platforms in terms of journals, blogs, conference proceedings, international and national forums etc., for publishing in-house research, knowledge products, and achievements of CDRI.
- Develop a repertoire of knowledge products and publications in line with CDRI's goals and objectives.
- Preparation of inputs for promoting and disseminating CDRI projects, tools, learnings, and outcomes at various international events and forums.
- Facilitate sharing and dissemination of knowledge products at national, regional and global platforms.
- Coordinate and support other specialists in Research and Knowledge Management as well as Advocacy and Partnerships teams for development and dissemination of research and knowledge products at national and international platforms through CDRI and other agencies.
- Coordinate, support, and liaison with external stakeholders/ agencies/ consultants for developing research and knowledge products at CDRI.
- Ensure quality assurance for publications and reports materials for CDRI.
- Ensure all materials developed and published by CDRI are in line with the publication and branding guidelines.
- Attend meetings or consultations with external stakeholders, as required.
- Any other tasks as directed by CDRI.

### **Competencies:**

#### Essential:

- Experience in research, development and publishing knowledge products such as reports, research papers, policy briefs, books, toolkits, case studies, presentations, blogs, and learnings.
- Should have published research papers or international reports/publications.
- Advanced ability to support and develop high quality written documents (proposals, reports, and deliverables) in English (and local languages as required).
- Demonstrated strategic, technical and intellectual skills in the substantive area.
- Familiarity with international frameworks like the SDGs and the Sendai Framework on Disaster Risk Reduction (SFDRR) and the Paris Agreement on Climate Change.
- Experience of working in international organisations.
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team.
- Proven ability to work effectively in multi-disciplinary, multi-cultural teams and multi-national teams.

- Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations.
- Analytical and strategic planning skills and the ability to handle multiple priorities.
- Ability to present information and concepts clearly, both verbally and on paper.
- Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems.
- Strong interpersonal and written and oral communication skills to all levels of internal and external contacts.
- Past track record/ability to work independently, deliver timely and quality products; and
- Advanced computer proficiency.

Desirable:

- Proven experience in strategizing, developing and implementing publications projects for international organisations in public or private sectors, in developing countries.
- Experience of publications in sustainable development, disaster risk reduction and climate change related issues.

**Qualifications:**

Educational Criteria:

Post-Graduate qualification in related fields of international disaster management, climate change development studies, urban planning, sustainable studies with strong publication credentials. PhD in relevant subject will be given additional weightage. 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 Criteria:

Minimum 10 years of overall experience with at least 4 years leadership positions relating to publishing and outreach for national / international organisations in policy research, sustainable development, international relations, disaster risk reduction, climate change related fields. Minimum 3 years of experience as a staff or consultant in an international organisation.

**Reporting Line:**

The incumbent shall report to Director (Research and Knowledge Management).

**Language Proficiency:**

- Fluency in English.
- Knowledge of language of a 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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