

TERMS OF REFERENCE

Position of Legal Consultant/Advisor

Organization	Coalition for Disaster Resilient Infrastructure Society (CDRIS)
Job posting date	9 th September 2020.
Location	New Delhi
Grade	Legal Advisor (Part time)
Remuneration	INR 50,000/- per month fixed
Contract	On retainership. This is not a full-time position.
Occupational Groups	Legal Advisory, Legal Management, Infrastructure, International Development
Last Date for Application	21 st September 2020.
Place of position	New Delhi

Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programs, 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 on retainership for contract period of one (1) year initially subject to annual extension for two (2) more years upon mutual agreement.



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Objective of this position:

Under the guidance and supervision of the Director – HR & Operations, the Legal Consultant/Advisor is required to provide legal services in respect of legal vetting of documents / contracts, timely and satisfactory preparation of replies/counter affidavit to be filed before the court of law and advice on legal issues.

Role and Responsibilities:

The nature of the post requires the incumbent to provide legal advice to the CDRI on all queries in relation to legal matters and/or legal aspects of any query put up by CDRI to the advisor. The Legal Consultant/Advisor shall report to Director – HR & Operations.

The scope of work is as follows but not limited to:

- i. Advise the CDRI Society (CDRIS) regarding the legal procedures and practices (e.g. policies, rules, regulations, arbitration, and any other relevant laws).
- ii. Drafting and preparing legal documents including affidavits and submissions in respect of court matters concerning CDRI before any court.
- iii. Assistance in providing legal inputs into the pre-bid/ bid documentation, contract agreement.
- iv. Advise CDRIS on national/ international policy related issues including statutory compliances.
- v. Briefing of advocates in respect to the legal cases.
- vi. Legal scrutiny of documents given by the CDRIS.
- vii. Any other legal task given by the CDRIS.

Period of retainership:

The retainership will be for one (1) year and can be extended annually for two (2) more years with mutual agreement between both CDRIS and Legal Consultant/Advisor.

Educational Criteria:

The applicant must possess a Bachelor's degree in Law. Bachelor degree in Law means a degree in law conferred by a University recognized by the Bar Council of India.

Eligibility and Experience Criteria:

- The applicant must be enrolled with the Bar Council of India or State Bar Councils.
- Minimum 10 years of relevant legal experience in consulting/practice in courts in Delhi.
- Experience in dealing all types of court cases.
- Work experience with Ministries/ International organizations / NGOs registered under the Societies Registration Act 1860 will be desirable.
- Usage of computers and office software packages (Microsoft Office, etc.) and advance knowledge of web-based management system is required.

Language Requirements:



Coalition for Disaster Resilient Infrastructure

- Excellent knowledge of spoken and written English is essential.
- Excellent legal drafting skills are essential.

Documents to be submitted:

The applicant will be required to furnish an application, with latest passport size photograph, along with self-attested copies of the following documents:

- Certificates in support of educational qualifications;
- Certificate of registration with the Bar Council of India/ State Bar Councils;
- All India Bar Examination (AIBE) Certificate, in case the Counsel was enrolled after 2009;
- PAN Card;
- Any other documents regarding experience or achievements, etc.

Merely fulfilling the eligibility criteria will not confer any right on any applicant for empanelment. The decision of CDRI shall be final.

How to Apply:

If you have experience of working in a similar capacity and want to make an active and lasting contribution, please apply before the last date following the below application process:

Application Process: [Download PDF](#)

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