

## Short Term Consultant (STC) – CDRI External Events

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| <b>Organization</b>             | Coalition for Disaster Resilient Infrastructure (CDRI)  |
| <b>Job posting date</b>         | 5 October 2021  |
| <b>Location</b>                 | New Delhi, CDRI Secretariat   |
| <b>Grade</b>                    | Short term Consultant (STC)   |
| <b>Salary and benefits</b>      | Rs 70,000 - 1,00,000 per month (Consolidated)<br>(Remuneration will be commensurate with experience and qualifications) |
| <b>Contract</b>                 | Fixed short-term contract for 6 months, Full-Time, National Hire  |
| <b>Occupational groups</b>      | Event, COP 26, ICDRI 2022, Advocacy, Bilateral and International Relations, Disaster and Climate Resilience             |
| <b>Last date of application</b> | 18 October 2021   |
| <b>Expected joining</b>         | Immediate   |

### Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies & programmes, multilateral development banks & financing mechanisms, the private sector and academic & research institutions. It aims to address the challenges of building resilience into infrastructure systems and infrastructural development. 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 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 aims to 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 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 Short Term Consultant (STC) for Fixed Term Contract of six (6) months.

**Objective of this position:**

The Short-term consultant (STC) will primarily support the Secretariat to develop its roadmap for COP 26 and execute the assigned tasks associated with the Coalition's COP 26 programme and support in organizing and hosting the Coalition's annual flagship event, the International Conference for Disaster Resilient Infrastructure (ICDRI). The conference will bring together stakeholders from partner countries representing national disaster risk management agencies, key infrastructure sectors, multilateral development banks, UN agencies, academia and research institutions, the private sector and policy think tanks.

**Role and Responsibilities:**

- Under the supervision of the Senior Specialist - Advocacy, the STC will support activities of the CDRI, including but not limited to:
- Draft and produce high quality briefs, key documents, communication materials, reports, and any required documents
- Develop digital content for social media, website, blogs and other platforms
- Co-develop a detailed plan for COP 26 engagement and plan and coordinate the event(s) logistics
- Support and assist in initiating, designing, and implementation of advocacy projects particularly ICDRI 2022
- Liaise and support with timely follow up with all speakers, event partners from governments, international agencies, and various stakeholders
- Organize, document and facilitate rounds of meetings with the high-level government officials, heads of international organizations, and nominated representatives and stakeholders
- Support the organizing team to execute the engagement plan for COP 26 and ICDRI 2022
- Provide extensive support to the communication and outreach team for the COP 26 and ICDRI 2022 engagement strategy
- Research, assist and support to strategize, plan, and manage international events (ICDRI 2022, COP 26 and other side events), advocacy projects and initiatives, knowledge and technology marketplaces, and dissemination of various knowledge products for CDRI
- Support and assist to strategize, coordinate, and organize workshops, events, meetings, and panel
- discussions
- Coordinate closely with the specialists in CDRI for other activities of CDRI
- Any other related responsibilities, as assigned

## Competencies:

### Essential

- Familiarity with international frameworks like the Sustainable Development Goals (SDGs) and the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change.
- Experience of planning and organizing high-level events
- Strong coordination skills as well as excellent written and verbal communication abilities
- Ability to articulate and present concepts clearly and concisely
- Suitable computer proficiency, especially related to professional office software packages (Microsoft Office, etc.).

### Desirable

- Knowledge of climate change, disaster and climate resilience of infrastructure, and associated topical issues
- Experience of engaging in and organizing sessions at earlier COP(s), Paris Peace Forum(s), UNFCCC events or other international conferences, workshops and events.
- Experience in sectors related to disaster risk reduction and climate change.
- Experience of developing concept notes, proposals, briefs, and communication materials on disaster and climate resilience.

## Qualifications:

### Education Criteria:

Graduate or Post-Graduate in communications, public relations, international relations, social science, political science, or a related field.

### Experience Criteria:

At least 5 years of overall experience at the national or international level preferably in the field of sustainable development, disaster risk reduction and resilience, and environment and climate change for graduates and 2-3 years for post-graduates.

**Language Requirements:**

- Fluency in English.

**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 before the last date at <https://cdri.world/career/career.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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