

## Short Term Consultant – CDRI External Events

<b>Organization</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Job posting date</b>	14 December 2023
<b>Location</b>	New Delhi, CDRI Secretariat
<b>Grade</b>	Short-term Consultant (STC)
<b>Contract</b>	Fixed short-term contract for 6 months, Full-Time, National Hire
<b>Occupational groups</b>	International Conference on Disaster Resilient Infrastructure (ICDRI) 2024, the International Conference on Disaster Resilient Infrastructure (ICDRI)2024 – Regional, 4th International Conference on Small Island Developing States 2024
<b>Last date of application</b>	1 January 2024
<b>Expected joining</b>	Immediate

### About CDRI:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

### Vision

“CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work.”

### Mission

“To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure.”

### Impact (that CDRI aims to achieve)

By 2050, over US\$10 trillion of new and existing infrastructure investments and services are resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, leading to improved quality of environment, livelihood, and life of over 3 billion people.

### CDRI Mandate & Value Proposition

CDRI has been envisioned and established as a global network to advance the agenda, support coordinated action among stakeholders, and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SDFRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition’s vision and mission.

As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster and climate resilience of new and existing infrastructure. The two unique yet interconnected roles that CDRI shoulders in this direction are:

- **A Strong Coalition Driving Collaborative DRI Action:** In 2023, CDRI stands as a partnership of 31 national governments, six international organizations and financial institutions, and two private sector organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- **A Solution-Focused Centre of Excellence for DRI:** As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need-based partnerships, and strengthening capacities through collaborative learning and action.

### **Strategic Work Plan 2023-2026**

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the strategic work plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

**Strategic Outcome 1:** A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

**Strategic Outcome 2:** Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

**Strategic Outcome 3:** Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

### **CDRI Head Quarter (Secretariat)**

The CDRI headquarters is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and Executive Committee to implement the programmes of CDRI.

### **Objective of this position**

The Short-term consultant (STC) will primarily support the Secretariat to develop its strategy and execute the International Conference on Disaster Resilient Infrastructure (ICDRI) 2024, the International Conference on Disaster Resilient Infrastructure (ICDRI)2024 – Regional, 4<sup>th</sup> International Conference on Small Island Developing States 2024.

### **Role and Responsibilities**

Under the supervision of the Lead Specialist-Advocacy, the STC will support activities of the CDRI, including but not limited to:

- Lead and support the organizing team to execute the engagement plan for ICDRI 2024, ICDRI2024 – Regional, and SIDS Conference 2024.
- Co-develop the overall messaging for ICDRI 2024, the ICDRI 2024 Regional Conference, and the SIDS Conference.
- Provide extensive support to the communication and outreach team for ICDRI 2024, the ICDRI 2024 Regional Conference and the SIDS Conference.
- Lead the technical programming and co-lead the content delivery of hybrid conferences.
- Draft and produce high-quality briefs, concept notes, key documents, reports, and any required documents.
- Organize, document, and facilitate rounds of meetings with high-level government officials, heads of international organizations, and nominated representatives and stakeholders.
- Draft talking points and speeches for the senior leadership and ministerial representatives.
- Identify key experts in the field of disaster resilient infrastructure and initiate discussions with them, and advocate for CDRI's work.
- Research, assist, and support to identify and curate knowledge products and DRI technology.
- Work across time zones to liaise and support with timely follow-up with all speakers, event partners from governments, international agencies, and various stakeholders.
- Coordinate closely with the specialists in CDRI for other CDRI activities.
- Any other related responsibilities, as assigned.

### **Skills Set:**

#### Essential

- Experience in delivering high-level hybrid events, especially with the governments and international organizations.
- Experience in developing concept notes, proposals, briefs, and communication materials on disaster and climate resilience.
- Familiarity with international frameworks like the Sustainable Development Goals (SDGs), the Sendai Framework on Disaster Risk Reduction, and the Paris Agreement on Climate Change.

- Knowledge of climate change, disaster, and climate resilience of infrastructure and associated topical issues.
- 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

- Experience 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.

#### Competencies

- 1) Technical and Analytical Skill
  - a. Meticulous
  - b. Timeliness
  - c. Analytical & Problem Solving
- 2) Delivering Results
  - a. Dependability
  - b. Managing people & process
  - c. Innovation & Resourcefulness
- 3) Engaging & Partnering (Interpersonal / Teamwork)
  - a. Stakeholder Management
  - b. Working Collaboratively
  - c. Appreciate and encourage different culture context
- 4) Leadership
  - a. Able to see Big Picture
  - b. Decision Making
  - c. Inspires, motivates & empowers others.
  - d. Team Management
- 5) Communication
  - a. Willingness to listen and express dissenting views
  - b. Is able to clearly convey ideas and information.

#### 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 7 years of overall experience at the national or international level, preferably in delivering high-level conferences.

**Reporting Line:**

The Short-term consultant would report to the Lead Specialist – Advocacy.

**Language Proficiency:**

- Fluency in English.
- Knowledge of any of the 6 UN official languages will be an asset.

**How to Apply:**

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

CDRI will start evaluating the applications 15 days after the advertisement. The application process will remain open until the position is filled.

Application Process: Online application form will be available at <https://app.cdri.world/career/public/>.

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

CDRI has ZERO Tolerance for 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 checks.

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