

## Terms of Reference

### Lead Specialist - Infrastructure for Resilient Island States (IRIS)

<b>Organisation</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Posting Date</b>	31 January 2022
<b>Location</b>	New Delhi, India
<b>Grade</b>	Lead Specialist- IRIS
<b>Salary and benefits</b>	Principal / Lead: INR 1.75 to 2.50 lakhs per month + other benefits. (Salary and designation will be offered commensurate with experience and qualifications)
<b>Contract</b>	Fixed Term Contract (18 months), Full-Time, National Hire
<b>Occupational Groups</b>	Infrastructure Planning and Development, Disaster Risk Reduction, Climate Resilience, Sustainable Development, Program Management
<b>Last Date of Application</b>	14 February 2022

#### 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.

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 SDGs objectives of expanding universal access to basic services, enabling prosperity, and decent work.

CDRI has been working closely with its members India, UK and Australia and SIDS representatives and co-creating Infrastructure for Resilient Island States (IRIS), an initiative dedicated to achieving sustainable development through a systematic approach to promote resilient, sustainable, and inclusive infrastructure in SIDS. CDRI has also received support from United Nations Development Programme (UNDP), Asian Development Bank (ADB) and US Agency for International Development (USAID) with deep experience in the SIDS in co-creating this initiative.

CDRI launched IRIS at the World Leaders Summit at COP26 on 2 November 2021. IRIS will provide technical support on multifaceted issues posed by infrastructure systems and promote disaster and climate resilience of infrastructure assets in SIDS. The goal of IRIS will directly contribute to the SAMOA Pathway (SIDS Accelerated Modalities of Action), and target to deliver the following three outcomes:

- 1.Improved resilience of SIDS infrastructure to climate change and disaster risks
- 2.Strengthened knowledge and partnerships for integrating resilience in SIDS infrastructure
- 3.Gender equality and disability inclusion promoted through resilient SIDS infrastructure

Following the launch of IRIS at COP26, a one-year inception period is initiated to further refine the operational arrangements required for implementing programs and activities. During the inception year, IRIS will focus on establishing structures including the PMU and the regional hubs, developing a comprehensive monitoring, evaluation, and learning (MEL) framework, and initiating pilot programs in SIDS.

Hosted at the CDRI Secretariat in New Delhi India, IRIS will have its own Steering Committee, with expertise and experience relevant to SIDS, under the overall guidance of the CDRI Executive Committee. The Steering Committee will provide formal oversight to the Program Management Unit (PMU) and oversee the program development and implementation of IRIS. PMU will be established as part of CDRI Secretariat to anchor program development and implementation under the guidance of the Steering Committee.

As part of the inception period, CDRI intends to hire a Lead Specialist - IRIS to coordinate the inception process and set up the PMU of IRIS at the CDRI Secretariat. This position is being advertised as a staff position on Fixed Term Contract of 18 months.

**Objective of the position:**

To coordinate and manage the inception phase of IRIS - lead the consultation process with SIDS, establish the services of IRIS and in due course finalise the Phase 1 programme of IRIS along with the PMU.

**Role and Responsibilities:**

**a. Coordinate Activities of IRIS**

This will involve organizing meetings, conducting consultations with CDRI partners, IRIS donors and SIDS representatives that would be engaged in constituting the Steering Committee, Project Management Unit and other related activities for operationalizing IRIS. The Lead Specialist will have to ensure IRIS is operationalized in line with its guiding principles of being co-curated, complementary with existing SIDS initiatives and demand-driven by SIDS.

**b. Outline the Scope of Work for IRIS**

In keeping with the key outcomes of IRIS, the scope of work under each outcome will be articulated in consultation with SIDS countries and projects will be rolled out in SIDS. This will have to be arrived at through detailed stakeholder consultations, extensive project development processes and discussions with key stakeholders. The Lead Specialist will provide both program management and technical insights on project design, project viability and solutions, and implementation on infrastructure resilience. The initial projects will enable IRIS to establish its services portfolio and technical support framework.

**c. Define Workplan and Milestones**

Drawing on the emergent Scope of the Work, the Lead Specialist will be responsible for identifying the annual workplan and periodic milestones in consultation with the Steering Committee. The incumbent will also prepare a detailed iterative workplan and budget outlay for IRIS. The workplan will be approved by the Steering Committee and timelines will be monitored accordingly with support from the PMU.

#### **d. Steer and Lead the Project Management Unit (PMU)**

During the inception period CDRI will constitute a dedicated (PMU) composed of a Program Manager, Program Associates and other relevant experts. The Lead Specialist will play the function of coordinating the PMU until its leadership is fully established. This will include allocation of responsibilities and management of the PMU and its governance, reporting and compliances with supervisory support. The Lead Specialist will work to ensure regular reporting and periodic consultation with the Steering Committee of IRIS and help draft the ToR for the PMU. S/he will work with stakeholders in the SIDS regions for the establishment of the Regional Hubs of the PMU. The PMU at the Secretariat will be designed to act as the fulcrum within IRIS that will be responsible for achieving the goal and outcomes of IRIS.

#### **e. Advocacy, Communications and Outreach**

The Lead Specialist will be accountable for managing, coordinating, networking, implementing, and monitoring an advocacy and communication strategy for IRIS with. This will entail organizing workshops, webinars, consultation meetings etc around the key milestones, projects and initiatives of IRIS. It will involve advance planning, coordination with relevant stakeholders, social media engagement and outreach including linkages with CDRI's ongoing programming on disaster resilience of infrastructure.

#### **f. Transition Support to PMU of IRIS**

The Lead Specialist will hand over the management of IRIS to the PMU Program Manager, following their recruitment (estimated to be by third quarter of 2022) and function, thereafter, as a technical specialist until the end of their tenure. This will involve continuing support with project design, implementation, monitoring and reporting within the PMU of IRIS.

#### **Competencies Relevant to the Position:**

##### **Essential:**

- **Technical Expertise:** Knowledge of disaster risk reduction and climate change concepts and frameworks, and the ability to understand and apply risk reduction solutions to infrastructure planning and development. 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. Knowledge of infrastructure sector exposures to multiple risks and resilience planning, particularly in Small Island Developing States (SIDS).
- **Project Management:** Analytical and strategic planning skills and the ability to handle multiple priorities. Demonstrated ability to manage funds and multi donor reporting.

- **Knowledge Management:** Ability to efficiently handle, curate and disseminate information and knowledge.
- **Advocacy:** Establish, build and sustain effective relationships, partnerships and alliances and advocate effectively and sensitively.
- **Communication:** Excellent communication skills, both oral and written, with an ability to work in a multi-cultural environment.
- **Delivery:** Result-oriented and with ability to develop strategic alliances to multiply impact
- **Innovation and Adaptability:** Ability to contribute new and innovative ideas and function efficiently in fast changing and evolving contexts.

**Desirable:**

- Experience in developing and implementing international projects
- Experience and knowledge of SIDS and Infrastructure Resilience initiatives in SIDS.
- Experience of working with governments, international organisations and alliances on multi country initiatives.

**Qualifications:**

**Educational Criteria:**

Post-Graduate qualification in Urban/Infrastructure/Environmental Planning, Sustainable Development, International Relations, Climate Studies, Disaster Management, Engineering, Architecture, or closely related fields.

**Experience Criteria:**

Minimum 10 years of relevant experience in disaster risk reduction/climate action/infrastructure planning and development is required. Experience of working with international organizations will be an advantage.

**Reporting Line:**

The incumbent shall report to the Director – Advocacy and Partnerships of CDRI at the outset. On the establishment of the PMU, the incumbent will report to the Program Manager, IRIS-PMU with matrix management by a designated Director at CDRI.

**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 <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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