

Short-Term Consultant- Fund Management Support

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	11 July 2024
Location	New Delhi
Grade	Short Term Consultant
Salary and Benefits	Salary will be offered commensurate with experience and qualifications
Contract	Fixed short-term contract for 06 months, Full-time
Last Date	24 July 2024

About CDRI:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programs, 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."

CDRI Head Quarter (Secretariat)

The CDRI headquarters is established in New Delhi, India, to act as the Secretariat of CDRI. The Secretariat functions under the direction of the International Governing Council and implements CDRI programs.

Objective of the position

The Coalition for Disaster Resilient Infrastructure (CDRI) is supported by the Infrastructure Resilience Accelerator Fund (IRAF), a Multi Partner Trust Fund established with the support of the United Nations to implement the vision and strategic workplan of the CDRI Coalition. The key functions of the Fund are to mobilize and channel resources for CDRI's work plans, and to promote coordination, alignment and coherence around common programmatic priorities. The Fund is meant to support countries' institutional capacity building and policy development; research and knowledge management; and academic programmes.

The IRAF Multi Partner Trust Fund is supported by a Fund Management Unit (FMU) hosted at the CDRI Secretariat based in New Delhi, India and supported by the United Nations

Development Programme (UNDP) Geneva Office. The FMU is responsible for the implementation of the Fund mandate and the application of the Fund policies. The four functions of the FMU include: Programme design; Programme implementation; Fund Operations; and Fund portfolio oversight, monitoring and evaluation.

About The Position

CDRI is looking for an experienced professional for the position of Short-Term Consultant-Fund Management Support.

The incumbent will work under the direct guidance of the Heads of the FMU Technical Unit and Administrative Unit, and in close collaboration with the Deputy Director- Finance & Accounts and the Fund Communications Specialist, liaising with UNDP Crisis Bureau, UNDRR Geneva and MPTFO New York to:

- Support the organization of at least two TFMC meetings including drafting of background documentation, preparation of agenda notes, preparation of TFMC minutes and clearance process.
- Support the preparation of the 2024 annual progress report including analysis of lessons learnt, collecting and consolidating inputs from different programmes and projects working closely with the Fund Communications specialist.
- Support the preparation of 2025 Annual Workplan and budget based on an analysis of 2024 budget execution.
- Support Monitoring & Evaluation at Fund level consolidating progress reports from programmes and projects.
- Support Fund Management Unit in the development and roll out of policies, templates and SOPs including for M&E, Risk Management, Resource Mobilization: At least ten project communication plans reviewed and monitored.
- Support FMU in the development of funding windows, programmes and projects across various portfolio including the design of engagement strategies with CDRI country stakeholders and other stakeholders.
- Guide Fund Communications Specialist in updating IRAF information management system on CDRI Intranet and in preparing the quarterly TFMC updates: CDRI IRAF information management system set up and updated.
- Organize events, briefings, and field visits when required; at least two events.

Skills Set

- Strong oral and written communication and editing skills
- Strong networking and advocacy skills
- Ability to process large amount of information and be strategic and analytical
- Ability to communicate sensitively, effectively and creatively across different constituencies.
- Capacity to work with diverse partners, including governments, academicians, think tanks, and other stakeholders.

Key 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. Ability 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. Ability to clearly convey ideas and information.

Qualifications:

A minimum of Master's degree in programme or project management, engineering, international affairs and development cooperation, monitoring and evaluation, or other relevant fields. Communications-related experience and qualifications will be an asset.

Experience:

- A minimum of 10 years of progressively responsible experience in programme management, monitoring, and evaluation, public relations, or advocacy, preferably with international development cooperation or UN Organization.
- Proven experience developing content and producing high-quality reports.
- Proven experience in coordinating events and teams

Language Requirements:

- Fluency in English, both oral and written.
- Knowledge of French or Spanish is an added advantage

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 spearheaded by India, please apply through the online application form only on or before the last date: <https://app.cdri.world/career/public/>.

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 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.
