

Terms of Reference

Program Associate - Infrastructure for Resilient Island States (IRIS)

Organisation	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	28 July 2022
Location	New Delhi, India
Grade	Program Associate, Program Management Unit, IRIS
Number of Positions	1
Salary and benefits	Gross Salary INR 72000 -90000 per month (Salary will be offered commensurate with experience and qualifications)
Contract	Fixed Term Contract (18 months), Full-Time, National Hire
Occupational Groups	Bilateral and International Relations, Disaster Risk Reduction, Climate Resilience, Sustainable Development, Program Management, International Development, SIDS
Last Date of Application	5 August 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 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

IRIS is envisioned to truly serve the needs of SIDS and be owned by SIDS. 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 period, 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.

As part of the inception period, CDRI intends to hire a Program Associate to support inception process and set up IRIS. Post the inception period, this position may be absorbed in PMU which will be a part of the CDRI Secretariat. The Secretariat functions at the direction of the Governing Council and with the supervision of the Executive Committee to implement the programs of CDRI.

Objective of the position:

The Program Associate will support the PMU Manager and IRIS Lead Specialist in operationalizing IRIS at the CDRI Secretariat.

Role and Responsibilities:

- a. Support the Line Manager in coordinating activities to operationalize IRIS.

This will involve supporting the Line Manager in 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. The Associate will have to support with research and drafting of high-quality briefs, key documents, communication materials, reports, and any required documents.

- b. Support in defining the programmatic and operational framework for IRIS

The Program Associate will support the Line Manager and IRIS counterparts in defining the scope of work and preparing strategic priorities and programme framework. The Associate will support in identifying and tracking the critical milestones, drafting of a detailed workplan and tracking budget and expense outlay for IRIS.

- c. Advocacy, Communications and Outreach

The Program Associate will be responsible for supporting the Line Manager in developing and rolling out an advocacy and communication strategy for IRIS in coordination with the Secretariat team. This will entail organizing workshops, webinars, consultation meetings etc. around the key milestones of IRIS and drafting briefs and reports. It will involve advance planning, coordination with relevant stakeholders, social media engagement and outreach etc.

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 disaster and climate risks in Small Island Developing States (SIDS).
 - Experience of developing concept notes, proposals, briefs, and communication materials on disaster and climate resilience.
- Knowledge Management: Ability to efficiently handle and share information and knowledge.
- Advocacy: Ability to establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively.
- Communication: Excellent communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment. Ability to articulate and present concepts clearly and concisely.
- Delivery: Result-oriented and ability to develop strategic approaches to deliver in a fast-changing environment.

Desirable:

- Experience in contributing to the development and implementation of international projects in the development sector.
- Experience of engaging in and organizing sessions at high-level international events similar to COP, Paris Peace Forum(s), UNFCCC events.
- Experience in sectors related to disaster risk reduction and climate change.
- Experience and knowledge of SIDS.

Qualifications:

Educational Criteria:

Qualifications in International Relations, Urban/Infrastructure/Environmental Planning, Sustainable Development, Climate Studies, Disaster risk reduction, Engineering, Architecture, or closely related fields.

Experience Criteria:

- Postgraduate with 2 years of relevant experience and Graduate with 4 years of relevant experience.
- Experience at the national or international level preferably in the field of sustainable development/disaster and climate resilience/environment.

Reporting Line:

The incumbent shall report to the IRIS PMU Manager.

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://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 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.
