

Terms of Reference

Research Analyst/ Programme Associate for HFC Phase-Down Programme

About CEEW

The Council on Energy, Environment and Water (<http://ceew.in/>) is one of South Asia's leading not-for-profit policy research institutions. CEEW uses data, integrated analysis, and outreach to explain – and change – the use, reuse, and misuse of resources. It prides itself on the independence of its high-quality research, develops partnerships with public and private institutions, and engages with wider public.

In 2017, CEEW has once again been featured extensively across nine categories in the '2016 Global Go To Think Tank Index Report', including being ranked as South Asia's top think tank (14th globally) with an annual operating budget of less than US\$5 million for the fourth year running. In 2016, CEEW was also ranked 2nd in India, 4th outside Europe and North America, and 20th globally out of 240 think tanks as per the ICCG Climate Think Tank's standardised rankings. In 2013 and 2014, CEEW was rated as India's top climate change think-tank as per the ICCG standardised rankings.

CEEW is a multidisciplinary organisation, with an international outlook, and a strong culture of collaboration and leadership by initiative. Its focus areas include: energy access; renewables; power sector; industrial sustainability and competitiveness; low-carbon pathways; risks and adaptation; and technology, trade and finance.

CEEW is recruiting a full time Research Analyst/ Programme Associate for its Technology, Trade and Finance team. The Technology, Finance and Trade (TFT) research line focuses on the enabling global economic architecture to support sustainable development. The TFT team examines the governance of emerging technologies, supports technical partnerships between India and other countries, and designs climate-friendly mechanisms for international trade and commerce. This is a full-time position. The incumbent will perform a full range of research and outreach duties as mentioned below.

Designation offered: Research Analyst/ Programme Associate (based on level of experience the candidate brings to the role)

Location: New Delhi, India

Reporting to: Programme Lead, Technology, Trade and Finance

Purpose:

We seek to hire a professional who has an active interest, and competent understanding of climate policies and strategies, to build upon the ongoing work at CEEW on phasing down HFCs in India. This position will be a crucial addition to the existing young and dynamic team at CEEW. The individual is expected to conduct quantitative and qualitative assessments using both primary and secondary data. She/he would conduct quantitative and qualitative research, including data analysis, statistics, survey design, stakeholder interviews and engagement, and would support the advancement of the research and policy engagement under the climate risks and adaptation programme. Experience in research framework development, research methodologies, estimations using secondary data would be useful. In addition to the duties and responsibilities outlined below, the incumbent should be prepared, as and when necessary, to take on additional responsibilities and respond to events and developments that cannot be anticipated easily.

Responsibilities include but are not limited to:**Research**

- Conduct regular literature and methodological reviews and keep a tab on current debate/research on HFC phase-down and regulatory approaches in national and global context.
- Design research frameworks to better understand issues related to the HFC debate in India, across the value chain.
- Conduct data analysis on primary and secondary data as and when required to derive insights related to energy, climate policy, and HFC phase down.
- Keep a tab on the policy developments in India and across key countries of the world on HFC phase down, cooling demands, refrigerant production/procurement, and the servicing sector at large.
- Undertake regulatory analysis for issue relevant to industrial competitiveness supporting CEEW's research and advisory activities.
- Keep a tab on the Montreal Protocol and climate related negotiations and undertake analysis related to positions of major countries and their implications for India.
- Conceptualise innovative ideas to better understand the strategies and actions of different nations towards HFC emission mitigation as well as negotiations.
- Conduct secondary data gathering, and utilise data for research and analysis.
- Assist in writing research reports/papers.
- Generate knowledge content – blogs, policy briefs in regular intervals.
- Engage with other stakeholders, represent CEEW and attend conferences and sessions, relevant to climate policy and HFCs.

Programme Assistance

- Assist with specific projects and overall plan of activities under the HFC research, by being an integral part of the team.
- Assist in preparing presentations, fact sheets, and other research communication material.
- Prepare national and international database of existing institutions, researchers and other important stakeholders, funding agencies, working in the domain of climate policy.
- Assist in effective outreach of research outputs, through close coordination with communications team, engagement with wider network of stakeholders, and concerned policymakers.
- As part of research outreach, assist in event planning and management through close coordination with events management team.
- Assist and accompany senior team members for important meetings and sessions, prepare notes, and conduct follow-ups, as required.

Selection Criteria

Education

- Master's degree with specialisation in energy or environment in relevant disciplines, such as economics, finance, public policy, international relations, physical sciences, etc.
- A strong research background, including an understanding of experimental and analytical research
- Quantitative skills including econometric analyses, and/or qualitative skills for policy analysis and development of policy frameworks

Business experience

- Minimum 2-4 years of relevant work experience
- Strong track record of project assistance and timely delivery of outputs
- Experience in dealing with public and private institutions

Main skills

- Superior analytical abilities, effective oral and written communication skills are a necessary prerequisite
- Ability and willingness to work in a dynamic and fluid environment
- Ability to work on own initiative and communicate effectively as a team member.
- Ability to analyse information and present in a clear and accurate manner both verbal and written.
- Ability to write formal and factual reports, identifying key issues.
- Willingness to show initiative in order to handle unforeseen challenges
- Ability to work in multicultural teams

CEEW operates in a dynamic environment and the candidate will be required to show flexibility in undertaking a variety of tasks.

Compensation

CEEW offers competitive compensation commensurate to the experience, and matching the best of standards adopted by industry or other similar organisations for similar roles.

Last Date for Application

Applicants are requested to apply before 21 January 2018. You are requested to send your applications (cover letter and CV in one document either in PDF or Word) to jobs@ceew.in. Please address in your cover letter as to how you fulfill the selection criteria for the position. The subject line of the email should mention 'Application for Research Analyst/Programme Associate (HFC Phase-Down Programme)'. Only short-listed candidates will be notified.

CEEW is an equal opportunities employer and female candidates are encouraged to apply. Applications will be reviewed on a rolling basis. Only shortlisted candidates will be notified.