

## Terms of Reference

### Programme Associate – Climate Risk and Infrastructure

#### 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 addresses pressing global challenges through an integrated and internationally focused approach. 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.

**In over six years of operations**, CEEW has engaged in more than 100 research projects, published well over 50 peer-reviewed books, policy reports and papers, advised governments around the world over 160 times, engaged with industry to encourage investments in clean technologies and improve efficiency in resource use, promoted bilateral and multilateral initiatives between governments on more than 40 occasions, helped state governments with water and irrigation reforms, and organised more than 125 seminars and conferences.

**CEEW's major projects on energy policy include** India's largest energy access survey (ACCESS); the first independent assessment of India's solar mission; the Clean Energy Access Network (CLEAN) of hundreds of decentralised clean energy firms; India's green industrial policy; the \$125 million India-U.S. Joint Clean Energy R&D Centers; developing the strategy for and supporting activities related to the International Solar Alliance; modelling long-term energy scenarios; energy subsidies reform; decentralised energy in India; energy storage technologies; India's 2030 renewable energy roadmap; solar roadmap for Indian Railways; clean energy subsidies (for the Rio+20 Summit); and renewable energy jobs, finance and skills.

**CEEW's major projects on climate, environment and resource security include** advising and contributing to climate negotiations (COP-21) in Paris; assessing global climate risks; assessing India's adaptation gap; low-carbon rural development; environmental clearances; modelling HFC emissions; business case for phasing down HFCs; assessing India's critical mineral resources; geoengineering governance; climate finance; nuclear power and low-carbon pathways; electric rail transport; monitoring air quality; business case for energy efficiency

and emissions reductions; India's first report on global governance, submitted to the National Security Adviser; foreign policy implications for resource security; India's power sector reforms; resource nexus, and strategic industries and technologies for India's National Security Advisory Board; Maharashtra-Guangdong partnership on sustainability; and building Sustainable Cities.

**CEEW's major projects on water governance and security include** the 584-page National Water Resources Framework Study for India's 12th Five Year Plan; irrigation reform for Bihar; Swachh Bharat; supporting India's National Water Mission; collective action for water security; mapping India's traditional water bodies; modelling water- energy nexus; circular economy of water; and multi-stakeholder initiatives for urban water management.

**Job Designation:** Programme Associate – Climate Risk and Infrastructure

**Job Location:** New Delhi, India

**Reporting:** Senior Research Associate

## Purpose

CEEW seeks to hire a suitable candidate for the position of Programme Associate (**experience 3-4 years**) to expand its work in the area of climate risks and adaptation. The Programme Associate 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.

## Job Duties and Accountabilities

### Research

- Conceptualise research frameworks and approaches with support from senior team members.
- Conduct in-depth literature review for assigned research projects, and keep a tab on current debate/ research on climate risks and adaptation in national and global context.
- Conduct secondary research using publicly available information and data to analyse and evaluate the problem at hand.
- Take responsibility for survey designs, questionnaire development, field pilots and testing survey instruments as per research requirements.
- Conduct qualitative research, interviews, focused group discussions, Delphi processes etc., as per the research requirements.
- Conceptualise innovative ideas to better understand, measure, monitor, communicate and improve the situation of climate risk in the country.
- Write research reports/papers

- Generate knowledge content – blogs, policy briefs at regular intervals.

### **Project/Programme assistance**

- Take ownership of specific projects and assist in overall plan of activities under the climate risk and adaptation programme, by being an integral part of the team.
- Proactively manage project deliverables, resources within time and budget constraints.
- Prepare presentations, fact sheets, and other research communication material.
- Support effective outreach of research outputs, through close coordination with communications team, engagement with wider network of stakeholders, and concerned policymakers
- Support senior team members for important meetings and sessions, prepare notes, and follow-up with stakeholders, as required.
- Oversee and support junior team members to help them deliver at their best.

### **Selection Criteria**

#### **Education**

Master's degree with specialisation in urban planning/ environmental economics/ sustainability or infrastructure studies etc. OR Bachelor's degree (engineering/economics/etc.) with equivalent experience.

#### **Experience**

At least three years of progressive work experience (four years desirable) in the field of *research, innovation, policy engagement and project management*, in the field of climate risk and adaptation.

#### **Main skills**

- Strong analytic skills including quantitative research skills (statistics)
- Ability to conduct techno-economic analysis, cost & benefit analysis, sound knowledge of basic economic principles
- Experience in qualitative research methodologies to collate and analyse information from interviews, focused group discussions, etc.
- Good written and oral communication skills; Good report writing skills
- Ability to use MS Office application suit including MS Excel
- Ability to use statistical packages like Stata, R would be an advantage.
- Desirable: Relevant publications in peer reviewed journals/book chapters

#### **Personality**

- Willingness to learn new (research and project management) skills
- Ability to adapt to new environment and deliver under tight deadlines in a professional environment
- Striving for rigour in research and quality in work output
- Driven to create an on-ground impact, with a focused approach to achieve the same
- Ability to effectively work in a team while being able to independently drive research with minimum assistance, when time demands.
- Ability to dig deeper into details, while also keeping a sense of the broader objectives and big picture
- Willingness to learn, grow and develop at personal and professional front, at a rapid pace with a steep learning curve

- Ability to work in an interdisciplinary and multicultural environment

## **Compensation**

Competitive compensation – commensurate to the experience, and matching the best of standards adopted by industry or other similar organisations for similar roles

*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.*