

## Terms of Reference

### Research Intern: Industrial Sustainability and Competitiveness

#### **Organisational Details:**

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.

**Designation offered:** Research Intern – Industrial Sustainability and Competitiveness

**Reporting to:** Programme Associate

**Location:** New Delhi, India

**Start Date:** 15 December 2017 (Flexible/no later than 2 January 2018)

**Duration:** minimum 4 months (upto 6 months)

**Purpose:** CEEW seeks to hire an Intern (01 position) who will assist the senior researches in CEEW for developing an energy efficiency roadmap for the MSME sector. The ongoing study will complement the existing efforts of the central and state governments aimed at improving energy efficiency of MSMEs, such as strategic action plans or various policies/schemes and skill development programmes etc. This will be done by reviewing existing policies and interventions

through secondary desktop research, capturing primary data regarding the coverage and effectiveness of these initiatives (using a survey instrument) and finally proposing policy recommendations (additions or modifications to existing policies) to better increase the uptake of energy efficiency in MSMEs.

The intern will assist the senior researchers in conducting quantitative and qualitative research, including data analysis, statistics from survey results. Experience in research framework development, research methodologies, estimations using secondary data would be useful.

### **Job Duties and Accountabilities**

#### ***Research***

- To conduct both traditional and desktop/secondary research using various external information sources
- Assist in developing surveys and questionnaires and help with collecting, collating and analysing responses
- Responsible for reviewing large amounts of data and analysing the information using a variety of software tools and methodologies

#### ***Programme Assistance***

- Assist with project implementation, including help with preparing presentations and advocacy material
- Responsible for necessary documenting, analysing and presenting information from programme and project reports for decision making, learning, and accountability
- Accompany team members for meetings with other stakeholders; prepare minutes of the meetings and assist with relevant follow up

### **Main skills**

- Possesses problem solving skills - able to deal with ambiguity and uncertainties
- Strong strategic thinker - individual possesses a sense of mission and can portray an image of the desired end state that inspires action.
- Ability and willingness to work in a dynamic and fluid environment
- Strong drive and initiative, a self-starter
- Strong willingness to learn and have an open, inquiring mind

CEEW operates in a dynamic environment and the candidate will be required to show flexibility in undertaking a variety of tasks. CEEW is an equal opportunities employer and female candidates are encouraged to apply. Applications will be reviewed on a rolling basis. Hence, applicants are encouraged to apply early. Only shortlisted candidates will be notified.



CEEW offers a stipend to all the interns as per the organisation rules. A full-time position may be offered based on the performance of the candidate during the internship.

*Interested candidates are requested to send their applications to [jobs@ceew.in](mailto:jobs@ceew.in) (cc: [tirtha.biswas@ceew.in](mailto:tirtha.biswas@ceew.in)) with 'Application – Industrial Sustainability and Competitiveness' as the subject line..*