

Terms of Reference

a) Position Title:	Research Analyst
b) No of Position(s):	One (01)
c) Duration:	06 months
d) Location:	Islamabad (occasional visits to field)
e) Reports to:	DGM Projects, NDRMF

Background:

The National Disaster Risk Management Fund (NDRMF) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Ordinance 1984. It is a government-owned non-banking financial intermediary with a corporate structure. The NDRMF is working for reducing the socio-economic and fiscal vulnerability of the country and its population to natural hazards by prioritizing and financing investments in disaster risk reduction and preparedness that have high economic benefits, taking into account climate change, as well as disaster risks and their impacts. Under the Disaster Risk Financing portfolio, NDRMF aims at improving fiscal management of natural hazards and disasters in Pakistan and achieving fiscal resilience. In this connection, the Fund, in addition to carrying out other projects, is also in the process of developing Pakistan's first Disaster Risk Financing Strategy

The Climate Change wing in NDRMF works to address the urgent and multifaceted challenges posed by climate change. As a group of passionate individuals, we have come together to tackle the complex issues surrounding climate change through various initiatives and projects. Our portfolio reflects a collective effort to raise awareness, advocate for policy changes, promote sustainable practices, and collaborate with stakeholders to mitigate and adapt to the impacts of climate change. In line with the objectives, the department requires Research Analysts to support its research and analytical activities in the field of climate change.

Scope of Work:

The Research Analyst will be responsible for assisting in research initiatives, data analysis, and practical knowledge in environmental affairs and actively contributing to the Impact assessments, urban planning decisions and analysis on climate change, social Safeguards. The analysts will work closely with the Deputy General Manager Projects, NDRMF, and other relevant stakeholders to achieve the department's goals.

Detailed Tasks:

- Conduct literature reviews and gather relevant information on assigned areas such as climate change adaptation, DRR, environmental risk assessments etc.
- Assist in data collection, including qualitative and quantitative data, through various sources such as surveys, interviews, and secondary data.
- Analyze collected data using appropriate statistical methods and tools.
- Contribute to the development of research reports, policy briefs, and other knowledge products.
- Support in organizing workshops, seminars, and conferences related to environment risks and climate change.

- Collaborate with internal and external stakeholders to gather insights and inputs for research projects.
- Provide periodic progress reports to the DGM Projects, NDRMF.
- Undertake any other assignment related to research and analysis as required.

Deliverable (indicative):

Sr. #	Deliverable
1.	Comprehensive literature review on Environmental risk assessments and Climate change.
2.	Data collection and analysis report, including key findings and recommendations.
3.	Contribution to research reports and policy briefs.
4.	Documentation of workshops, seminars, and conferences.
5.	Regular progress reports to the DGM Projects, NDRMF.
6.	Completion of any other assigned research-related tasks
7	Any other assignment;

Qualification and Experience:

- Minimum Bachelor's degree in a relevant field (e.g., environmental studies, disaster management, economics, social sciences).
- Demonstrated research and analytical skills with ability to conduct literature reviews and data analysis.
- Knowledge and understanding of Environmental risks and climate change.
- Proficiency in statistical analysis software and tools.
- Excellent written and verbal communication skills.
- Experience in conducting fieldwork, interviews, and surveys is preferred.
- Ability to work independently and collaboratively within a team.
- Prior experience in research or analysis related to Environment and climate change is desirable.