

## **Terms of Reference (ToRs)**

### **Research Analyst for Project Preparation Facility (PPF)**

<b>Position Title:</b>	<b>Research Analyst – Project Preparation Facility</b>
<b>Location:</b>	<b>Islamabad-NDRMF Office</b>
<b>Number of Positions:</b>	<b>01</b>
<b>Duration:</b>	<b>06 months</b>
<b>Reporting to:</b>	<b>Manager – Project Preparation Facility</b>

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#### **Background**

The National Disaster Risk Management Fund (NDRMF) aims to enhance resilience in communities through effective risk management strategies. It provides grant financing to public and nonpublic entities for their interventions to reduce the socio economic and fiscal vulnerability of populations to natural or human-caused hazards. In this regard, the PPF will provide the requisite capacities through institutional strengthening of the partners and stakeholders. This will be done with a view to enable them in designing and implementing feasible projects that are aligned with the requirements as well as high standards of international finance Institutions. The PPF will also support awareness raising, knowledge building, and advocacy as well as technical support for development of good quality climate and disaster resilience projects.

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#### **Objectives of the Role**

The Research Analyst – Project Preparation Facility (RA-PPF) will work under the supervision of Manager-PPF and contribute towards institutional strengthening of national and regional partners and enhancing their capacity in designing, preparing, and implementing national resilience projects with international funding support. The RA will help facilitate capacity building initiatives, workshops, training sessions, consultations, meetings, and presentations to improve project development processes of partner organizations. S/he will assist the Manager-PPF in all activities directed towards operationalizing the PPF including capacity development, financing for PPF partners, awareness raising, knowledge building, advocacy initiatives, and project development support. The RA will also assist Manager-PPF in activities related to management and administration of PPF as well as in writing, documentation, and record keeping tasks.

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#### **Key Responsibilities**

##### **1. Writing tasks, Document Review, and Research**

- Conduct comprehensive literature reviews focusing on best practices, policies, and frameworks relevant to project and proposal preparation and program development;
- Compile researched materials for developing a resource base including preparing of background material and notes;
- Contribute to writing outputs such as briefs, meeting minutes, and learning documents.

##### **2. Support in Awareness, Advocacy, Stakeholder Engagement, and Knowledge Building**

- Help in organizing workshops and meetings with stakeholders for advocacy and public outreach with support of the M&C department and partner firms;
- Assist in planning workshops where results and lessons are shared and assist in preparing donor reporting documents;
- Provide support for the development and screening of subject-specific documentaries and movies for awareness and advocacy;
- Assist in identifying and developing local, national, and international partnerships;

- Participate in stakeholder meetings and occasionally in field-based missions;
  - Assist with organizing and planning events.
- 3. Project and Proposal Development Support**
- Participate in the process of engaging a roster of independent experts and advisors under the PPF to provide project development support to partners and stakeholders;
  - Facilitate in ensuring that project preparation by public and nonpublic partners and stakeholders is in compliance with the high standards required by international finance institutions and donor agencies;
  - Assist in developing proposals including a funding proposal to solicit international climate action funding for NDRMF-PPF.
- 4. Capacity Building and Institutional Strengthening Support**
- Assist in developing training materials and resources for use in capacity development programs for the partner teams and stakeholders.
  - Assist the Manager in initiatives to address technical capacity constraints prevalent in government and non-governmental departments and organizations for preparation of high quality thematically focused projects and programs;
  - Develop the capacity of stakeholders and partners by contributing towards providing a set of technical assistance and capacity enhancement tools and resources.
- 5. Documentation and Record Keeping**
- Maintain records of PPF activities and reports;
  - Keep relevant documentation organized to ensure compliance with NDRMF standards.
- 6. Work Management, Partner Relations, and Administration**
- Help with onboarding and maintaining good relations with partner firms and consultants;
  - Assist with program and project planning, execution, and information services;
  - Supporting data management and drafting reports and papers on assigned topics;
  - Assist in the preparation of presentations, work plans and budgets;
  - Any other related tasks assigned by the Manager.
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## Qualifications

- **Education:**
  - Master's degree in social sciences, public policy, public administration, economics, finance, business administration, project management, environmental studies, or a related field.
- **Experience:**
  - Two to three years of professional experience, preferably in the development sector, disaster risk management, or climate resilience.
  - Experience in research, project preparation, or capacity building is an advantage.
- **Skills:**
  - Strong analytical and research skills, with proficiency in data analysis and visualization.
  - Excellent written and verbal communication skills in English (knowledge of Urdu or other local languages is a plus).
  - Ability to work collaboratively in multidisciplinary teams and engage with diverse stakeholders.
  - Familiarity with project preparation, proposal development, or donor compliance processes.
  - Strong organizational skills, with attention to detail and the ability to manage multiple priorities.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and online research tools.
  - Sensitivity to gender, social inclusion, and cultural issues in Pakistan.

- Proactive problem-solving and adaptability in dynamic work environments.

**Travel:**

- Willingness to undertake occasional work-related travel within Pakistan for meetings, workshops, or field missions.