

## **TERMS OF REFERENCE (TORS)**

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|-----------------------|--------------------------------------------------------|
| <b>Position Title</b> | Research Associate – Executive Coordination & Research |
| <b>Location:</b>      | Islamabad                                              |
| <b>Position Type:</b> | Temporary/Contingent Staff                             |
| <b>Duration:</b>      | 06 months (fixed)                                      |
| <b>Reports to:</b>    | Chief Executive Officer (CEO)                          |

### **Scope of Work:**

To provide technical, analytical and coordination support to senior management and the CEO Secretariat across research, institutional policy development, resource mobilisation, work planning and executive coordination.

### **Detailed Tasks and/or Expected Output:**

Specific tasks will include but not be limited to the following:

- a) Support the Fund's resource mobilisation efforts, including the preparation of concept notes, funding proposals and grant applications to development partners and climate finance institutions, together with the associated documentation, coordination and follow-up.
- b) Contribute to the development and review of institutional policies, frameworks and governance instruments, including risk management, in alignment with applicable statutory and regulatory requirements.
- c) Support the preparation of institutional work plans and implementation frameworks, including those relating to the Fund's financing architecture, and track progress against agreed timelines.
- d) Conduct research and technical analysis on relevant thematic areas (DRR, DRF, climate change, development sector, etc.) to inform institutional positions, strategy and programme development.
- e) Support preparation of briefs, summaries, and presentations.
- f) Support institutional reporting and correspondence with development partners, government counterparts and oversight bodies.
- g) Compile and analyze data for decision-making.
- h) Maintain records, documentation, and information systems.
- i) Assist in tracking action points and follow-ups.
- j) Provide support in meetings, workshops, and official engagements.

### **Qualification, Age and Experience:**

- a) Minimum 16 years of education in Economics, Development Studies, PCS, Public Policy, Business Administration or related field.
- b) 2–3 years of relevant experience (fresh candidates with strong academic background may apply).
- c) Age: Maximum 30 years at the time of submission of application.

**Skills & Competencies:**

- a) Strong analytical and research skills.
- b) Good report writing and drafting ability.
- c) Familiarity with disaster risk reduction, disaster risk financing and climate resilience.
- d) Working understanding of institutional governance, policy development and public sector reporting requirements.
- e) Ability to support proposal development and engagement with development partners.
- f) Proficiency in MS Office.
- g) Ability to work under tight deadlines.
- h) Strong communication and coordination skills.