

CEO

TERMS OF REFERENCE (TORS)

A) Position Title: Resource Person - Strategic Advisory

B) No of Position(s): One (01)

C) Duration: Six (06) months – starting with the date of signing of the contract

D) Location: Islamabad

E) Remuneration: Lumpsum remuneration, paid over six (06) months

F) BACKGROUND:

The National Disaster Risk Management Fund (NDRMF) is a government-owned non-banking financial intermediary established to reduce the socio-economic and fiscal vulnerability of Pakistan and its population to natural hazards by supporting investments in disaster risk reduction, preparedness and disaster risk financing, taking into account climate and disaster risks.

NDRMF is undertaking a number of institutional and operational reforms aimed at strengthening its financing architecture, resource mobilization, disaster risk financing, partnerships, financial management and institutional effectiveness. These reforms are being pursued in accordance with NDRMF's approved institutional priorities, Business Strategy and decisions of its Board of Directors.

NDRMF has also approved a Work Plan for implementation of the Fund Architecture, covering, inter alia, the operationalization of the Resilience Pooled Facility and its financing windows, linkages with the Project Preparation Facility (PPF), resource mobilization, institutional arrangements, and alignment of financial management systems.

Given the cross-cutting nature of these initiatives and the need for effective engagement with federal and provincial government stakeholders, NDRMF intends to engage a senior professional to provide strategic advisory and facilitation support to the Chief Executive Officer (CEO) and NDRMF management.

G) PURPOSE OF ENGAGEMENT:

The primary purpose of the engagement of the Resource Person is to provide strategic, institutional and coordination support to the CEO and NDRMF management in advancing priority institutional initiatives and strengthening engagement with relevant government and development partners. Breakdown of duties/responsibilities is given as under:

1. support the CEO in facilitating and advancing implementation of priority actions under the approved Fund Architecture Work Plan and related institutional reforms;
2. facilitate effective government-to-government and inter-departmental coordination on matters requiring engagement with federal and provincial government entities;
3. provide strategic and technical advice on resource mobilization, disaster risk financing, partnerships and institutional development;
4. support the CEO in preparing for and following up on high-level engagements, decisions and agreed actions; and
5. identify implementation bottlenecks, facilitate their resolution with relevant stakeholders, and provide timely advice to NDRMF management.

The Resource Person will function primarily in an advisory, facilitation and coordination capacity, working closely with relevant NDRMF departments and not duplicating their operational responsibilities.

H) Duties / Responsibilities:

The Resource Person will work under the overall guidance of the CEO and in coordination with relevant NDRMF functions.

a) Support with Fund Architecture and Institutional Reforms

- Support the CEO and management in advancing priority actions under the approved Fund Architecture Work Plan, including the operationalization and institutionalization of the approved financing architecture.
- Facilitate coordination among relevant NDRMF functions on matters relating to the Resilience Pooled Facility and its financing windows, PPF linkages, resource mobilization and associated institutional arrangements.*
- Support the development, review and finalization of key policies, guidelines, frameworks, notifications and institutional arrangements required to operationalize approved reforms.
- Track key actions, dependencies and timelines under the Fund Architecture Work Plan and flag material delays, implementation risks and issues requiring management attention.
- Facilitate resolution of cross-functional issues and support the CEO in escalating matters requiring decisions at the appropriate level.

b) Government and Inter-Departmental Coordination

- Facilitate effective engagement between NDRMF and relevant federal and provincial government entities on matters falling within NDRMF's mandate and strategic priorities.
- Support the CEO's engagement with, as relevant, the Ministry of Finance, Ministry of Planning, Development and Special Initiatives, Economic Affairs Division, provincial planning and finance departments and other government institutions.
- Establish and maintain an effective mechanism for tracking commitments, decisions and follow-up actions arising from high-level government engagements.
- Facilitate coordination on matters requiring inter-departmental consultation, approvals, notifications or policy-level decisions.

c) Strategic Advisory Support

- Provide senior-level advice to the CEO on institutional, financial, resource mobilization and disaster risk financing matters relevant to NDRMF's strategic priorities.
- Provide strategic inputs on the development and implementation of resource mobilization and partnership initiatives.
- Advise on opportunities for strengthening NDRMF's engagement with development partners, international financial institutions and other strategic stakeholders.
- Provide strategic inputs on disaster risk financing arrangements, including risk transfer, insurance, contingent financing and other appropriate financing mechanisms, as relevant to NDRMF's mandate.
- Review emerging issues and provide concise, actionable advice to management on matters requiring strategic consideration.

d) Resource Mobilization and Partnerships

- Support implementation of priority actions relating to NDRMF's resource mobilization and partnership development agenda.
- Provide strategic inputs to the Partnership and Business Development Strategy and related stakeholder engagement initiatives.
- Support engagement with development partners and potential financing partners to identify opportunities aligned with NDRMF's priorities and financing architecture.
- Support the CEO and management in positioning NDRMF's institutional mandate, financing model and value proposition during strategic engagements.

e) Coordination of Implementation and Management Support

- Maintain an integrated action tracker for priority initiatives assigned by the CEO, including relevant Fund Architecture and institutional reform actions.
- Periodically review progress with relevant NDRMF functions and highlight critical dependencies, delays and issues requiring intervention.
- Support preparation of periodic management updates on progress, risks and required decisions.

Undertake specific assignments or provide advisory inputs on institutional and strategic matters as may be assigned by the CEO within the scope of the engagement.

I) Knowledge/Skills/Qualifications/Experience:

Qualification:

- a) Master's degree or equivalent professional qualification in Finance, Economics, Public Policy, or a related field;
- b) relevant professional certifications (such as CA, CMA, CFA or FRM) will be considered a strong asset.

Experience:

- a) 15+ years of relevant professional experience in public financial management, disaster/fiscal risk management, public debt management, or financial regulation.
- b) Demonstrated experience in resource mobilization, disaster risk financing, or fiscal risk frameworks in a public sector or development context.
- c) Demonstrated experience facilitating government-to-government or inter-departmental coordination, including engagement with federal and provincial finance authorities.
- d) Prior engagement with public sector, development partner, or donor-funded reform programmes would be an added advantage.

Skills:

- a) strong strategic and analytical skills;
- b) excellent government and stakeholder engagement and coordination skills;
- c) strong understanding of public-sector institutional and decision-making processes;
- d) ability to facilitate inter-departmental coordination and resolve implementation bottlenecks;
- e) knowledge of disaster risk financing, resource mobilization and development finance;
- f) excellent written and verbal communication skills;
- g) ability to prepare concise, high-quality briefs and management reports; and
- h) ability to work independently while coordinating effectively with multiple NDRMF functions and stakeholders.

J) Reporting and Coordination

1. The Resource Person will work under the overall guidance of the Chief Executive Officer, NDRMF, and will coordinate closely with relevant NDRMF departments and designated focal persons.
2. The Resource Person will submit a monthly progress report to the CEO providing a detailed account of the activities and responsibilities.
3. The Resource Person will provide periodic updates to the CEO and participate in meetings and coordination forums as required.
4. The Resource Person will not assume line-management responsibility for NDRMF's functional departments and will perform the assignment in an advisory and facilitation capacity, supporting the relevant departments in implementation of approved actions.

K) Duration:

1. Six (06) months from the date of signing of the Contract.