

**Terms of Reference  
Resilience Knowledge Coalition  
Global South Talent Pool**

**Position:** GRP Project Assistant for Resilience Hub at COP26 (young expert position)

**Duration:** Full time (until 30 November 2021)

**Start date:** As soon as possible

**Compensation:** USD 1,000 per month

## **INTRODUCTION**

The Resilience Knowledge Coalition is hosted by the Global Resilience Partnership (GRP) and co-led by the Climate Development Knowledge Network (CDKN) and the International Centre for Climate Change and Development (ICCCAD). Our purpose is: *Getting the best knowledge and practice on resilience used to shape policies, plans and investments to deliver a resilient future.*

## **ROLES AND RESPONSIBILITIES**

GRP is looking for a young expert who will work as part of the policy team within the GRP Secretariat, and support the secretariat's work in the run up to [COP26 in Glasgow](#) in November 2021. Specifically, this position is to support coordination of all efforts involved in setting up Resilience Hub - a two-week hybrid event at COP26 that will be a hub on all events related to climate adaptation and resilience building. The young expert will work directly with the GRP Policy Team. This position is home-based.

This position is best suited for pro-active individuals with strong management and coordination skills and who feel excited by creating order within a fast paced and sometimes chaotic environment with competing deadlines! In turn, this position will allow the young expert to be exposed to international policy arena on climate change and adaptation issues first hand, as well as to a variety of partner organizations who are part of Resilience Hub and help coordinate the efforts on setting up the first Resilience hub at UNFCCC COP!

The main responsibilities of the young expert will be as follows:

- Assist in project management of the Resilience Hub overall, including keeping track of the timelines and deliverables, supporting the Management team with follows ups and any other project-management related coordination.
- Work closely with the Head of Policy to ensure timely delivery of tasks for GRP, as one of the managing partners of the Hub.
- Help set up meetings with Resilience Hub partners, take meeting minutes, and follow up on action points.
- Support the digital element of Resilience Hub: help upload content on the platform if needed or coordinate with relevant IT team on the needs of the platform, follow up with partners on needed information for the platform, etc.
- Help coordinate with UNFCCC on any logistical issues for COP 26 as it pertains to the set-up of Resilience Hub.
- Any other tasks that the team may assign as it relates to Resilience Hub and COP26 overall.

## **ASSESSMENT**

The candidate will be assessed on the following:

1. The candidate should have completed a degree in a relevant discipline with 2-3 years of experience and be younger than 35.
2. The candidate should be a national of a country eligible for Official Development Assistance as defined by the OECD-DAC<sup>1</sup>.

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<sup>1</sup> <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf>

3. Experience in event management and coordination or project coordination.
4. Experience and/or interest in policy processes and climate negotiations.
5. The candidate should have a personal laptop and internet connection.
6. Strong interest in and understanding of resilience and international development cooperation.
7. Excellent ability to express themselves in English. Additional languages considered an asset.

### **TERMS OF EMPLOYMENT**

The work will start as soon as possible and conclude by 30 November 2021. This is a full-time position aimed at gaining professional working experience. The young expert will gain experience of working in an international team and with various international organisations, as well as being exposed to preparations for a large global climate conference.

The proposed compensation is USD 1,000 per month. Other benefits include access to virtual spaces for collaboration, a certificate of completion as well as networking opportunities and alumni groups. The candidate should have a personal laptop and an internet connection, as this will **not** be provided. The candidate will be paid 50 USD (included in the remuneration) as a compensation for using their own laptop and internet connection.

No travel is foreseen for this activity. Interns may be sponsored to attend events virtually where relevant (e.g., CBA). The only exception is where travel fits within specific responsibilities and additional funding is available to cover travel costs. There will be limited opportunities for continuing internally after the end of the assignment. References can be provided to prospective employers based on conduct. A certification letter will be provided on successful completion of the internship.

GRP strives to be a workplace free from discrimination and with equal opportunities for all.

### **LEAD CONTACT**

For questions please contact Anastasia Brainich ([abrainich@globalresiliencepartnership.org](mailto:abrainich@globalresiliencepartnership.org)). The recruiting process will start from 14 June 2021 and close on 27 June 2021. To apply, please upload your C.V. (2 page MAX) and cover letter (1 page MAX) to [this google form](#). We look forward to receiving your application!