



## GLOBAL SOUTH TALENT POOL

### Terms of Reference Resilience Knowledge Coalition

<b>Position</b>	Young Expert (Resilience Hub COP28)
<b>Duration</b>	Full time - 8 months
<b>Expected Start date</b>	08 May 2023

**Compensation:** USD 1000 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.*

#### BACKGROUND TO THE ENGAGEMENT

GRP is one of the six managing partners of the Resilience Hub, which is an inclusively built virtual and physical space that aims to mobilise greater levels of ambition and action on building resilience to climate change. It serves as the home to the Race to Resilience campaign at COP, representing over 1,500 non-state actors taking action on resilience around the world. The Hub was launched at COP26 in Glasgow, the first time climate resilience had a physical home at a COP, with over 10,000 virtual and physical participants. Following the success at placing resilience on the global climate agenda in Glasgow, the Resilience Hub returned for COP27 in Sharm El-Sheikh and will continue to run on an annual basis at UNFCCC COPs (more information on Resilience Hub is available [here](#))

#### ROLES AND RESPONSIBILITIES

GRP will contract a Young Expert who will work as part of the GRP Secretariat. The GRP Secretariat is a small, diverse international team that convenes and catalyses actions by the Partners. The interns/ YEs will be home-based. This internship position will support GRP's work areas and report to the initiative/ work area leads at GRP.

The primary objective of the candidate is to assist the Resilience Hub team in the delivery of a seamless, well-coordinated, and managed event for COP28 (both in-person and virtual elements). **This position best suits someone with an administrative / event coordinator career path/interest.**

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The following is a list of responsibilities that the Young Expert will be required to support. This is not an exhaustive list and some tasks may change depending on need:

1. Support the Resilience Hub team all in areas of planning & logistic requirements for our presence at COP28
2. Assist with placing catering / logistic orders for the Resilience Hub pavilion
3. Assist the wider team with the build of the virtual platform, gathering and uploading of event content & collating registration information for updating mailing lists
4. Help prepare mailing lists and event information packs for speakers/attendees (both in-person and virtual elements)
5. Assist with monitoring the events email inbox, ensuring that all emails are responded to or redirected as necessary
6. Help to keep the Resilience Hub shared google drive up-to-date with documents, and master copies and ensure folders are kept tidy and organised.
7. Help keep a track of costs for artistic/engagement elements. Ensure that the overall budget and all associated costs are kept up-to-date, accurate, and accessible for the Project Manager.
8. Support with sending/receiving signed ToRs and service agreements for all suppliers/contractors for artistic/engagement elements of the Resilience Hub & keep all electronic copies in an up-to-date, organised folder.
9. Work with the Outreach & Artistic Engagement Lead to help create a clear, detailed agenda of activities (covering virtual & in-person) that are taking place during COP28 and ensure this is circulated, promoted, and kept up to date as required.

### ASSESSMENT

The candidate will be assessed on the following:

1. The candidate should have completed a degree in a relevant discipline with 0-2 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>
3. Proven ability to comprehend concepts related to resilience and climate adaptation.
4. The candidate should have a personal laptop and an internet connection. The candidate will be paid 50 USD (included in the remuneration) as compensation for using their own laptop and internet connection.
5. Interest in and understanding of resilience and international development cooperation.

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

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6. Excellent ability to express themselves in English. Additional languages are an asset.

### **TERMS OF CONTRACT**

The period of the contract will be for 8 months, with a one-month probation period. This is a full-time position aimed at gaining professional working experience. This opportunity is **not** aimed at or suitable for students seeking to complete a research project as part of their coursework. Up to 1 day a week can be spent on capacity development (training, research, events). No funding will be provided for these capacity-building activities.

The proposed compensation is **1000 USD 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 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. Gobeshona, COP28). 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 upon 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 Sarah Clarke (sclarke@globalresiliencepartnership.org). The recruiting process will start from **31st March to 20th April 2023**. To apply, please upload your C.V. (2 pages MAX) and cover letter (1-page MAX) to the [Google form](#). We look forward to receiving your application!