

Terms of Reference

Seeking

Research Associate: Climate and Disaster Resilience

Overall Objective

To provide end-to-end research, technical, and programme support to ensure high-quality, evidence-based, and timely deliverables across climate and disaster resilience initiatives.

Scope of Work

Research and Analysis

- Conduct desk research, literature reviews and secondary data analysis on climate, disaster and urban resilience themes.
- Support hazard, vulnerability and risk assessments in urban peri urban and community contexts.
- Analyse policies, frameworks and practices identifying gaps opportunities and pathways for climate integration.
- Generate evidence to inform technical reports, policy briefs, innovation pilots and strategic proposals.

Field Engagement and Primary Data Collection

- Undertake regular field visits for primary surveys, stakeholder consultations and ground truthing exercises.
- Document field observations, community insights and implementation challenges through structured field reports.
- Support participatory methods to understand local needs, capacities, gender dimensions and vulnerability patterns.

Project Implementation and Support

- Assist in planning implementing and tracking ongoing projects across multiple thematic portfolios.
- Support monitoring evaluation and learning activities including indicators, documentation and review processes.
- Coordinate with internal teams to ensure alignment between research findings and project delivery.

Humanitarian and Environmental Innovation

- Support development and scaling of initiatives through research and programme planning.
- Contribute to innovation roadmaps pilot design use case identification and contextual adaptation.

- Support conversion of pilots into longer term engagements through evidence generation and documentation

Proposal Development and Strategic Documentation

- Support preparation of concept notes, proposals, technical narratives, and donor specific documentation.

Capacity Building and Knowledge Sharing

- Support development of training modules presentations and learning materials based on the project requirements.
- Contribute to blogs, social media posts, newsletters, internal notes and knowledge dissemination initiatives.
- Support representation at conferences events and external forums when required

Coordination and Office Engagement

- Work from office as required for coordination planning and review meetings. Undertake any additional responsibilities aligned with organisational priorities as assigned.

Required Qualifications

- Bachelor's degree in planning, architecture, urban studies, environment, disaster management or related discipline.
- Postgraduate qualification will be considered an added advantage.

Experience Requirements

One to three years of relevant professional or research experience in climate disaster or urban resilience domains.

Technical Skills

- Strong research, field-based and analytical skills with ability to synthesise complex information clearly.
- Understanding of urban planning climate adaptation and disaster risk reduction principles.
- Working knowledge of GIS spatial analysis or data visualisation tools.

Soft Skills

- Ability to work collaboratively within multidisciplinary teams and diverse stakeholder environments.
- Strong communication skills with sensitivity to community and institutional contexts.
- Ability to manage multiple tasks meet deadlines and adapt to dynamic project needs. Willingness to travel frequently and engage in field-intensive work.

Ethics and Professional Standards

All work must adhere to organisational values ethical research practices and humanitarian standards. Sensitivity to gender inclusion vulnerability and local contexts is essential across all assignments.

Duration

Six months contract with a possibility of extension based on performance and programme requirements

Location

Delhi based role with regular field travel across project locations as required

Reporting Line

The position will report to the designated Project Lead

About Seeds Technical Services

Seeds Technical Services enables end-to-end humanitarian interventions at scale and makes them accessible to the last-mile citizen. We are a diverse team of urban planners, architects, disaster management specialists, humanitarian innovators, researchers, software engineers, policy makers, consultants and business leaders. Brought together by a common goal – creating a more resilient planet – we provide comprehensive, end-to-end solutions to our most immediate climate-related challenges.

Know more about us: www.sts.global

How to apply:

Send your letter of intent with CV by Monday 5 January 2025 to humancapital@sts.global and zoya@sts.global