



## **Terms of Reference for Consultancy Service - November 2020**

### **Analyst – India (Consultancy)**

#### **Background to Clean Air Fund**

Clean Air Fund is a new and rapidly growing organisation whose mission is to use philanthropic grants to catalyse a reduction in air pollution, and thereby improve people's health and simultaneously mitigate climate change.

Launched at the UN Secretary General's Climate Summit in 2019 and with more than \$50m in unrestricted funds raised to date, the Clean Air Fund is a global philanthropic initiative that works to achieve clean air for all.

The Clean Air Fund makes grants to reduce air pollution – to monitor the state of the air, to develop policies for clean energy and transport, to mobilise the public and to run campaigns. It is well resourced and scaling fast; funded by a growing partnership of leading foundations with interests across health, climate, children and mobility. It brings these and other organisations together to identify and create best practice, to share learnings and connect people, and ensure solutions are rapidly scaled up and replicated around the world.

90% of the world's population – approximately 6.8 billion people – live in places where the air they breathe is damaging their health. Outdoor air pollution is responsible for 4.2 million deaths worldwide – more than from malaria, TB and HIV/AIDS combined. The causes of climate change are often the same as the causes of air pollution, so tackling air pollution will not just save lives, but can also inject urgency into the climate change agenda. Improving air quality is a win for our planet, as well as its population.

**We believe in a world where everyone breathes clean air.**

Further information is available on our website <https://www.cleanairfund.org/>

#### **Objectives and Deliverables of the Assignment**

##### **General Objective**

To support the shaping of the Clean Air Fund's strategy in India, and to provide high-quality support to the identification, design, management and monitoring of philanthropic programmes.

# CLEAN AIR FUND

Core deliverables:	Examples:
<i>Programme development, management, and performance</i>	<ul style="list-style-type: none"> <li>• Identify, develop and review grant proposals</li> <li>• Lead the end-to-end administration of the grant management process for our portfolios.</li> <li>• Track project performance through regular, interaction with grantees Lead the preparation and dissemination of reporting on portfolio and programme performance.</li> <li>• Work closely with members of the Finance team to coordinate the forecasting of grant payments, to enable effective cash flow management and reporting.</li> </ul>
<i>Strategy and sector knowledge</i>	<ul style="list-style-type: none"> <li>• Build and maintain a range of relevant knowledge and information resources for the team.</li> <li>• Keep abreast of developments within the air quality field – especially related to health impacts research, innovation, technology and air quality data analysis.</li> <li>• Support Clean Air Fund in the organisation, coordination, documentation and professional presentation of outputs from strategy design and portfolio development processes.</li> </ul>
<i>Stakeholder and partner management</i>	<ul style="list-style-type: none"> <li>• Support the development of relationship building with stakeholders and grantees.</li> <li>• Seek to support, expand and amplify the field of actors working to improve air quality in the selected lighthouse geographies.</li> <li>• Maintain accurate and up-to-date CRM records and systems.</li> </ul>

## The Consultant appointed will have to be able to demonstrate:

- A Bachelor's degree or equivalent (required), with preferably a post-graduate qualification or equivalent experience in a relevant discipline.
- Background of working on air quality, climate and/or environmental issues in India – working on environmental policies in India is an advantage.

# CLEAN AIR FUND

- Experience in the technical aspects of air quality management in Indian cities and states is desirable
- Previous project management, analysis or research experience in the private or philanthropy sector, or in an international development context.
- Ability to set priorities, think critically, objectively and strategically.
- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner
- Strong interpersonal skills.
- Excellent communication skills - both written and verbal.

## **Prior to contracting, we will test the following:**

- Fluency in English. Proficiency in other Indian regional languages is an advantage
- IT proficiency (most specifically in Microsoft Word, Excel, PowerPoint).
- Numerical proficiency.
- A self-starter, resilient, able to work at pace with agility and interpersonal flexibility.
- An innovative thinker with a pragmatic and solution-oriented mindset.
- Confident, collaborative and with strong influencing skills.
- Belief in the importance of evidence-based decision making.

## **Key working relationships:**

- Clean Air Fund donors, especially those on the Grant Committee and foundations contributing aligned funding
- International partners to, and stakeholders of, Clean Air Fund including development agencies, national and local governments, and institutions such as the World Health Organisation
- International charities and NGOs large and small
- Air quality, health and climate change experts, including research and academic institutions

## **Further information**

- Based in India with periodic travel globally
- Market competitive consultant day rate



### **Expected Timeframe**

The Consultancy assignment is for an initial period of 12 months (One year), with the possibility of extending.

### **Application Process**

**Individuals should send a CV, along with a letter outlining their motivation and relevant experience to [hr@cleanairfund.org](mailto:hr@cleanairfund.org)**

**Applications close:** Wednesday 2nd December 2020

Successful applicants will be invited forward to an interview process with Clean Air Fund in December 2020, with the objective to begin the assignment in early 2021.