

# Terms of Reference (TOR):

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## Position: Research Associate - Climate Action

### About the Project:

The Reversing Climate Change Action Research – Green Meghalaya Movement is an initiative under the Meghalaya Climate Change Centre aimed at developing a decentralized climate action plan through research, data-driven strategies, and community-based interventions. The project focuses on integrating scientific research and traditional ecological knowledge to formulate evidence-based adaptation measures for climate resilience. Key areas include afforestation, carbon sequestration, sustainable land use, and ecosystem restoration, aligning with government schemes and global best practices. Through rigorous data collection, policy analysis, and stakeholder engagement, the initiative seeks to empower local governance, enhance community participation, and strengthen climate policies in Meghalaya.

### Objective of the Position:

To support research, policy analysis, and implementation of climate action strategies, with a focus on strengthening the interface between evidence, policy, and on-ground implementation.

### Scope of Work / Key Responsibilities:

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#### A. Research, Analysis & Policy Integration

- Conduct literature reviews, field research, and data analysis on climate change, natural resource management, and local ecological practices.
- Support preparation of action plans, research briefs, and analytical reports.
- Analyze climate vulnerabilities and recommend context-specific adaptation strategies.
- Examine policy frameworks (SAPCC, NAPCC, and relevant schemes) and identify convergence opportunities for effective implementation.

#### B. Documentation & Knowledge Products

- Prepare reports, policy briefs, case studies, and documentation of project interventions.
- Develop structured knowledge products linking research findings with policy implications.
- Maintain datasets, documentation repositories, and evidence archives.

#### C. Knowledge Dissemination & Communication

- Translate technical and policy information into accessible formats for diverse stakeholders.
- Develop IEC materials, presentations, and policy communication tools.
- Facilitate dissemination of climate knowledge to communities, government officials, and institutions.

#### D. Policy Support & Institutional Strengthening

- Support review and analysis of government schemes, policies, and institutional frameworks related to climate change.
- Assist in developing policy recommendations, advisory notes, and strategy documents.
- Contribute to strengthening local governance systems by integrating climate considerations into planning processes.

#### E. Project Implementation & Monitoring

- Assist in planning and coordination of climate interventions such as afforestation and ecosystem restoration.

- Support monitoring of activities, tracking outputs, and documenting outcomes.
- Ensure alignment between policy intent and field-level implementation.

#### **F. Stakeholder Engagement & Capacity Building**

- Support organization of workshops, consultations, and training programs.
- Engage with government departments, research institutions, NGOs, and community organizations.
- Facilitate multi-stakeholder dialogues to strengthen climate governance and policy uptake.

#### **Reporting & Supervision**

- The Research Associate will report to the Lead Researcher.
- The role will work closely with project teams, government stakeholders, and partner institutions.

#### **Deliverables**

- Research reports, policy briefs, and analytical documents
- Periodic progress and monitoring reports
- Knowledge and communication materials (IEC, presentations, etc.)
- Documentation of field interventions and stakeholder engagements
- Inputs to state-level climate action plans and policy recommendations

#### **Duration of Engagement**

- Contractual position for 1 (one) year, extendable based on performance and project requirements.

#### **Desired Qualification**

- Master's Degree in Climate Change/Science, Environmental Studies, Natural Resource Economics, Development Studies, Public Policy, or allied disciplines from a recognized institution.

#### **Desired Experience**

- 1–3 years of relevant research experience in climate change, environmental research, public policy, or development sector projects.
- Exposure to policy analysis, programme implementation, or governance-related work is desirable.
- Basic understanding of climate frameworks such as SAPCC and NAPCC.
- Experience working with government agencies, NGOs, or research institutions will be an advantage.

#### **Required Skills**

- Strong analytical, research, and problem-solving skills.
  - Ability to link research insights with policy and programmatic implications.
  - Good report writing and documentation skills.
  - Effective communication and stakeholder engagement abilities.
  - Proficiency in MS Office (Word, Excel, PowerPoint).
  - Willingness to travel within Meghalaya and across India.
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