

## **TERMS OF REFERENCE**

Position Title:	Transport Researcher(s)
Location:	Either Beijing, China; Manila, Philippines; and/or New Delhi, India with local/international travel
Duration of Appointment:	Regular staff (3 months probation) or 1 year contract subject for renewal/ extension
Estimated Start Date:	March/April 2011

### **I. BACKGROUND TO CAI-ASIA**

Clean Air Initiative for Asian Cities (CAI-Asia) promotes better air quality and livable cities by translating knowledge to policies and actions that reduce air pollution and greenhouse gas emissions from transport, energy and other sectors. It was established in 2001 by ADB, the World Bank and USAID as part of a global initiative that also includes Latin America and Sub-Saharan Africa. Since 2007, CAI-Asia is a registered UN Type II Partnership with more than 200 organizational members, eight Country Networks, and the CAI-Asia Center as its secretariat. Individuals can join CAI-Asia by registering online.

CAI-Asia's projects and activities aim to integrate air quality management, climate change mitigation, clean energy and sustainable transport into policies and programs of developing countries. Its flagship event, the Better Air Quality (BAQ) conference, brings together over 500 air quality stakeholders.

Transport Researcher(s) is sought to support the CAI-Asia Center's transport program and projects. The Researcher shall be primarily responsible in assisting either the India Representative, China Representative, or the Transport Program Manager, with both administrative support and technical research as required and work with other CAI-Asia staff.

### **II. RESPONSIBILITIES AND SCOPE OF WORK**

Depending on where the Transport Researcher will be based, the researcher will be directly supervised by either, the India Representative, the China Representative and/or the Transport Program Manager and shall support the implementation of programs and projects of the CAI-Asia Center.

#### **1. Communication**

- Conduct presentations and meetings on transport, energy, and climate change issues in support of the mission of the CAI-Asia Center
- Contribute to monthly air quality, transport, energy, and climate change newsletter posted on the Clean Air Portal and CAI-Asia listserv

#### **2. Research**

- Research and analysis on existing and emerging issues for the transport sector, including maintenance of the transport database, news items, and other related information
- Development and application of tools applicable to the transport sector, such as emissions measurement for transport projects and urban transport systems
- Preparation of detailed overviews, factsheets, policy updates and other reports relevant to transport related issues

#### **3. Develop project proposals and manage CAI-Asia projects and activities**

- Help in developing new projects on AQM, climate change mitigation and sustainable transport to be presented for funding to private sector, international development agencies and other possible funders,

- Help manage the implementation of regional and/or local projects including liaison with other staff/consultants/stakeholders engaged in the projects.

#### **IV. DURATION AND REMUNERATION**

The selected candidate will be appointed for an initial one-year position period, with the possibility of renewal/ extension. The salary is commensurate on the qualification and experience of the candidate or at least a starting monthly salary equivalent to **US\$1,020** subject to applicable taxes. In addition, government-required social benefits may be provided depending on type of appointment and/or country of employment.

Leave entitlements include 24 incentive leave days (paid vacations and sick days) and 11 regular holidays per year for regular staff.

#### **V. ELIGIBILITY REQUIREMENTS AND CRITERIA**

- A university degree in transport planning, transport engineering, and other related discipline preferred
- Fresh graduate applicants will be accepted. At least 2 years experience in transport – related issues is an advantage
- Analytical skills and ability to think logically and creatively
- Excellent oral and written communication skills, fluency in English, initiative and good interpersonal skills
- Ability to work independently and as part of multi-cultural and multi-disciplinary team with an eagerness to learn and contribute to a greater cause
- Proficiency in computer programs especially Microsoft Office applications, statistics software, and website development experience is an advantage

#### **VI. HOW TO APPLY**

Quoting reference application “Transport Researcher” on subject line, applicants should email their application letter and current CV (as Word attachments) to **Joanna Marasigan** (joanna.marasigan@cai-asia.org) no later than **5 March 2011**.

All applicants should state the reasons for their interest in the position, relevant details of qualifications and experience, and contact details for two referees.

Only short listed candidates will be contacted. Interviews will be conducted through Skype or phone call.