

ORGANIZATION	National Institute of Urban Affairs (NIUA)
POSITION	Associate
PROJECT NAME	Climate Projects Preparation Facility (CPPF)
DUTY STATION	NIUA, New Delhi
DURATION	12 Months (extendable till Dec 2026)
NATURE OF ENGAGEMENT	Full time contractual staff

About the National Institute of Urban Affairs (NIUA):

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of the Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for the urban sector in India. For more than 40 years now, NIUA has been the vanguard for contributing to and building the urban narrative for a fast-evolving urban India. The Institute has been actively working on transformative urban development including aspects of data driven urban governance, urban planning, urban finance, urban infrastructure and climate-conscious and inclusive urban development. It has utilized its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and strives continuously to develop sustainable, inclusive and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought after by both Indian and international organizations for collaborations and partnerships in India's urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes. Read more about NIUA at niua.in

About the project:

The Climate Projects Preparation Facility (CPPF) is the first of its kind initiative in the country, aimed at helping Indian cities to design and develop bankable climate- conscious projects. Set up at the National Institute of Urban Affairs (NIUA), the CPPF is a collaboration between Shakti Sustainable Energy Foundation and NIUA, aimed at supporting Indian cities in delivering climate-focused urban projects through public-private partnerships and other instruments for attracting private capital. The Facility will offer technical and transaction advisory services to cities and states across the entire project development spectrum, covering conceptualization, project design, financial structuring, contract development and successful bid out through appropriate PPP models. This will help open the market for critical infrastructure projects that are otherwise considered risky, non-bankable and untenable from a PPP perspective. Overtime, the Facility hopes to build capacity among state and city-level stakeholders to design and implement climate mitigation and adaptation projects. Key areas of focus include mitigation projects related to solid waste management, wastewater management, low carbon mobility, renewable energy, amongst others. Adaptation projects may also be considered for support over the long term.

About the role:

The individual will be responsible for anchoring the research, project development, and administrative works of the CPPF and will be required to undertake tasks such as project design and structuring, project documentation, data analysis, report generation, stakeholder coordination, and knowledge management to facilitate the successful implementation of urban climate projects.

Key Duties and Responsibilities:

1. Project Development

- Support the senior administration and project structuring experts at the CPPF in researching and developing urban infrastructure projects.
 - Undertake relevant research into regulations, market trends, and financing mechanisms.
 - Maintain updated research materials, case studies, and guidelines for supporting project development.
2. **Project Documentation and Report Preparation:**
 - Experienced in developing relevant project documents, including DPRs, feasibility studies, and procurement documentation.
 - Coordinate with experts to compile inputs and ensure document consistency.
 - Prepare technical reports and presentations for stakeholders.
 - Support procurement tracking and maintain accurate records.
 - Support in the development of case studies, toolkits and model documents.
 3. **Administrative and Compliance Support**
 - Ensure compliance with procurement regulations and ESG standards.
 - Support the senior management in monitoring of project milestones and procurement timelines.
 - Provide logistical and administrative support, and maintain secure records
 4. **Stakeholder Coordination and Communication**
 - Support in organizing consultations, workshops, and meetings.
 - Act as liaison, prepare agendas, and follow up on action items.
 - Prepare briefing notes and communication materials

Essential Qualifications:

1. Master's degree in Business Administration, Finance, Urban Management/Planning, or a related field. Certifications in Climate Finance, Public-Private Partnerships Public Procurement, Project Management, or Environmental Sustainability would be desirable.
2. 5-7 years' experience in urban sector project development, DPR preparation, project financing and financial structuring (either as part of transaction advisory firms or an equity sponsor/ investment bank). Experience of supporting teams in public sector projects, development finance, or MDB environments is desirable.
3. Experience in structuring and managing financing models - PPPs, Viability Gap Funding (VGF), climate bonds, blended finance
4. Familiarity with public procurement, project financing mechanisms, and contract management processes is highly desirable.
5. Desired skills and competencies: Financial structuring, research and analytical skills, development of financial spreadsheets, communications and interpersonal skills, report writing and organizational skills
6. Excellent communication skills, both written and verbal, with the ability to convey complex financial concepts to non-technical audiences.
7. Ability to work collaboratively in a team environment is essential

Remuneration: As per NIUA norms

Application Process:

1. Applications to be only submitted through NIUA's portal
2. Only candidates whose applications are complete in all regard and adhere to the prescribed format will be considered
3. Only shortlisted candidates will be notified

Last Date to Apply: 31st October, 2025