

Vacancy Announcement

Job Description for Program Coordinator/Team Lead- CPPF

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Program Coordinator/Team Lead- CPPF
PROJECT NAME	Climate Projects Preparation Facility (CPPF)
DUTY STATION:	New Delhi, India
DURATION	One Year (Renewable)
TYPE OF CONTRACT	Individual Consultant Contract (Full-time)
NUMBER OF POSITIONS	01

About the National Institute of Urban Affairs (NIUA)

Established in 1976, the National Institute of Urban Affairs (NIUA), is a premier Institute of Ministry of Housing and Urban Affairs, Government of India for research and capacity building for urban sector in India. NIUA's broad objective is to bridge the gap between research and practice on issues related to urbanization. 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 Institution has been actively working on bringing forth key areas of concern for urban India in order to build the urban discourse at various urban scales. It has utilized its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving 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 out 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 programs.

About CPPF

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 aimed at supporting Indian cities in delivering climate-focused urban projects through public-private partnerships and other relevant financial instruments for attracting private capital. The Facility offers 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 helps open the market for critical infrastructure projects that are otherwise considered risky, non-bankable 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 Program Coordinator/Team Lead- CPPF is a senior leadership position responsible for overall strategic and operational management of the CPPF program. The Program Coordinator/Team Lead will lead the Project Management and Advisory at CPPF. The incumbent will be responsible for ensuring effective coordination with national and international partners, high-quality technical support to States and Cities, adherence to program agreements and timely delivery of outputs.

Key Responsibilities

1. Program Leadership and Strategic Management

- Lead and manage the CPPF Program Management Unit (PMU), ensuring efficient and results-oriented delivery of the program across all components.
- Provide day-to-day leadership and strategic direction throughout the program lifecycle, including planning, budgeting, risk management, and performance monitoring.
- Ensure the program's implementation is aligned with the Grant Facility Agreement (GFA), and the CPPF Program Documents.
- Oversee program design, workplans, timelines, milestones, and resource allocation to achieve program objectives.
- Advise cities on strategies to enhance PPP potential and private sector participation.
- Liaise and coordinate with cities for the preparation of strategies and concept notes.
- Manage the process of inviting project proposals from cities as per the Facility Process detailed in earlier sections.

2. Stakeholder Engagement and Project Concept Development

- Conduct stakeholder consultations independently or jointly with cities for projects supported under PPF.

- Facilitate coordination and communication among key project stakeholders.
- Represent the program in high-level meetings and review missions.
- Review and refine Project Concept Notes (PCNs).
- Support and guide cities in preparing PCNs, securing council approvals, and MOUs.
- Lead the Bid Management Process and oversee the appointment of third-party transaction advisors, consultants, and contractors.
- Facilitate in-depth assessments of projects and prepare them for the bidding process.

3. Risk Advisory and Mitigation

- Provide advisory support to cities on project risks, with particular emphasis on climate-related risks.
- Recommend and design mitigation measures to be integrated into project implementation.

4. Monitoring and Evaluation

- Establish and maintain a comprehensive monitoring and evaluation framework to track program progress, impact.
- Ensure regular, high-quality program, and other relevant entities.
- Coordinate periodic audits, reviews, and impact evaluations in line with funder and government requirements.
- Review and monitor the outputs and performance of Transaction Advisors (TAs).
- Oversee TA activities related to the appointment of PPP partners and achievement of financial closure.

5. Financial and Operational Management

- Manage and oversee the program budget, including technical assistance grants and credit line disbursements.
- Ensure transparent and accountable financial management in coordination with NIUA's finance and procurement teams.
- Monitor financial reporting and ensure compliance with donor and government financial procedures.
- Support and guide cities in identifying and mobilizing climate finance sources for their projects.
- Assist in structuring projects to align with climate finance eligibility requirements.

6. Team Management and Capacity Building

- Build and mentor a high-performing program team, ensuring clarity of roles, delivery of outputs, and professional development.

- Foster a collaborative, accountable, and knowledge-driven work culture within the PMU.

7. Oversight and Closure

- Oversee the functioning of Transaction Advisors throughout the project lifecycle.
- Ensure timely completion, reporting, and closure of TA engagements.

Reporting

The Program Coordinator/Team Lead - CPPF shall report to Director, NIUA

Core Skills and Competencies

- Project Management Expertise and Skills – A complete understanding of project life cycle processes and activities; competencies to advise ULBs/PMUs/Parastatal Agencies.
- Domain Knowledge and Expertise – Infrastructure Sector specific knowledge and expertise, understanding technical aspects of the project and sectors, competencies in understanding climate change issues, mitigation measures, knowledge on environmental and social risks and safeguard measures, familiarity with project management tools and technologies etc.
- Critical thinking and analytical skills – For Evaluation, modelling, identification of issues and resolutions: capacity for using sophisticated IT tools and technologies etc.
- Legal and Compliance Knowledge – Understanding of relevant laws and regulations, industry standards, ability to structure transactions and develop model contract and bid documents, managing contract, and ensuring compliance.
- Financial Management – Expertise in transaction structuring, project costing, creating, and monitoring budgets, assessing financial returns, social returns, and value for money.
- Collaborative management – Ability to develop networks and partnerships and work in collaborative environment.
- Mentoring skills and Expertise – To provide capacity building and discharge the advocacy role of the PPF.
- Extensive understanding of working with ULBS and other local government agencies.
- Experience in execution of Urban, climate, and infrastructure projects – from inception to completion.

- Experience in structuring and executing PPP projects in infrastructure domain and Transaction Advisory Service is a plus.
- Experience in supervising multi-disciplinary teams of senior advisors, consultants and associates
- Strong stakeholder engagement and management skills, with strategic thinking in urban infrastructure projects and project risk management.

Skills and Qualifications

- Master's degree or higher in Urban Planning/Regional/Transport/Environment, Urban Management, Engineering, or a related discipline.
- Minimum 15 years of progressively responsible experience in Urban, climate and infrastructure projects, including at least 8 years in program management roles, preferably in urban development related sectors.
- Demonstrated experience in managing large-scale, multi-stakeholder, donor-funded projects or government programs in India.
- Familiarity with bilateral/multilateral cooperation and prior experience of dealing with agencies such as multilateral & Bilateral agencies, and UN bodies, etc.
- In-depth understanding of Indian urban governance, project management, project development, urban planning, and relevant national & state programming infrastructure domain.
- Excellent written and oral communication skills.

References

Please provide name and contact information of three references.

Remuneration

As par with the industry standards, depending on experience and skills and fitment with NIUA remuneration structures. Proof of past remuneration (last received salary/monthly contract payment) would be required.

Application process

Submit CV and cover letter through the NIUA portal.

Last Date of Application: 27th November,2025