



Terms of Reference – Communications and Publications Consultant

ODI's Global Risks and Resilience (GRR) programme is looking for an experienced, enthusiastic consultant to join our communications team.

GRR works with decisionmakers understand risks and build resilience in a fast-changing and complex world. Our work encompasses a wide range of geographies and focus areas, all of which are underpinned by our focus on holistic risk management.

As GRR grows, we are looking for a consultant who can support us in producing and promoting high-quality research to a wide range of audiences. The consultant would work with the Climate Communications Lead and Geopolitical Communications Lead to deliver and disseminate communications products, manage GRR's publications, maintain GRR's online profile, and monitor and report on impact.

Background of role

ODI's [Global Risk and Resilience Programme](#) pioneers policy-driven research on the nexus between new and emerging risks to reduce vulnerability and realise a sustainable future for all. The programme's work covers a broad spectrum of topics including the economics and financing of resilience; disaster risk reduction; and climate change risk and adaptation planning. The programme promotes a systemic, inclusive, and just approach to understanding emerging risks, managing uncertainty, and mainstreaming resilience across the international development community and into wider socioeconomic development agendas, policy and planning. It does this by providing research, analysis and policy advice on the distribution of risk, impact of climate, weather extremes and other hazards on poverty and development, and the political economy of managing risk and building resilience. ODI has worked extensively across the globe, for a variety of international donor organisations and agencies including the Asian Development Bank, World Bank, UN agencies (including UNDP), UKAID/DFID.

Purpose and role

The consultant will be working to communicate GRR's work to a wide audience, and to drive increased engagement and partnerships with GRR. This work will be in collaboration with the climate consortium lead. Tasks will include:



- **Supporting with the delivery, uploading and dissemination** of GRR blogs, events, videos and other communications products.
- **Managing the production of publications to strict time and quality standards.** Leading GRR publications production, including: advising researchers on production processes, liaising with supplier, supporting with quality control, sharing new publications across all relevant platforms, and maintaining a list of ongoing research.
- **Maintaining GRR's online profile.** Keeping GRR content on the ODI website up to date and to a high quality; creating regular social media.
- **Monitoring and reporting on GRR's work and impact.** Working closely with researchers to log and report on key updates on a weekly basis; maintaining programme spreadsheets for upcoming events, publications and media; contributing to regular reporting on GRR's impact.
- **Working closely with the communications team on other tasks as needed.**

The role will be remunerated at an agreed daily fee rate for one year and will be part-time (approximately 3 days a week, with the option to go up to 4 days a week depending on capacity needs). The role will be based remotely.

Personal specification

We are looking for someone who:

- Has minimum 3 years experience working in communications and/or publications production
- Has demonstrable experience with proofreading and publications production
- Has experience using web content management systems and social media
- Is detail-oriented, with experience tracking multiple outputs
- Enjoys working in a fast-paced environment, and is adept at prioritising and working across a range of subject matters and tasks
- Is a native English speaker

Submission details

Please submit your CV and cover letter (one page maximum) to Silvia Harvey (s.harvey@odi.org) by 23:59 UK time on 24th July 2024.

The cover letter should include your daily fee and availability.

ODI will review quotes on a rolling basis. Following conclusion of any required negotiations, a contract will be put in place with ODI.