Bengaluru Climate Action Cell: **CSR Unit - Hiring** Program (2025)

Call for applications

About Bengaluru Climate Action Cell: Who We Are

Bengaluru's first ever Climate Action and Resilience Plan (BCAP) was launched on 27 November 2023 under the leadership of Shri DK Shivakumar, Hon'ble Deputy Chief Minister of Karnataka and Shri Tushar Girinath, Chief Commissioner, Bruhat Bengaluru Mahanagara Palike. With the launch of BCAP, Bengaluru became the 3rd city in India to have a global standard climate action plan. The main objectives of BCAP are to mitigate Greenhouse Gas emissions from the city and build adaptation and resilience against climate change hazards in a collaborative manner, leading to inclusive outcomes for Bengaluru's citizens.

To facilitate and spearhead implementation of BCAP as a multi-stakeholder driven collaborative process, a Climate Action Cell (CAC) has been constituted by the Hon'ble Chief Commissioner of BBMP as per the vide order no. CE/PR/216/2023-24 dated on 1/2/2024 (notification), under the Chairpersonship of the Special Commissioner, Forest, Environment, Climate Change Management wing of BBMP, Smt. Preeti Gehlot, IAS, with participation from all relevant stakeholder departments as representative members of the cell. Refer to CAC's webpage for details about the cell. (Link to CAC's Webpage)

The CAC at BBMP started a program 'Fellows of Climate Action Cell' from 2024. The aim of this program is to enhance the capacity of CAC with required skills and simultaneously empower the next generation climate leaders of Bengaluru. A total of eight (8) positions were sanctioned and six (6) positions were filled, post a rigorous screening process. The first cohort of 6 fellows joined the cell in November 2024 and continue to be an integral part of CAC. Recently, BBMP has decided to create a Corporate Social Responsibility (CSR) Engagement Unit within CAC to help unlock more private finance for climate action. In view of CAC's extensive role as a coordinator, facilitator and enabler of climate action implementation in Bengaluru, a requirement has emerged to fill the remaining "Fellow" positions and create new positions to carry out additional responsibilities.

Background

Various Urban Local Bodies and State Governments across India have effectively leveraged Corporate Social Responsibility (CSR) funds to enhance various community and public welfare initiatives. Such initiatives commonly include areas such as housing for marginalized communities, infrastructure development, social security schemes, emergency healthcare services, sanitation improvements, and educational programs. Many Urban Local Bodies and State Governments have successfully collaborated with corporations on initiatives ranging from providing ambulances, developing parks, and redeveloping hospitals, to distributing educational materials and improving sanitation through the installation of public toilets and waste management equipment.

Currently, Bruhat Bengaluru Mahanagara Palike (BBMP) has a CSR policy primarily focusing on education, parks, and lakes. However, there exists significant potential for expanding this scope. Considering the successful CSR engagements of other municipalities, BBMP can explore partnerships in multiple additional sectors such as healthcare, sanitation, welfare of backward communities, and poverty alleviation initiatives.

CSR unit - Position Summary

SI no	Name of Position	No of Position	Location	Tenure	Stipend for 1 month (INR)
1	CSR Manager	01	Bengaluru	12Months	INR 1 Lakh per month
2	CSR Fellow	01	Bengaluru	12Months	INR 50,000 per month

By When to Apply:

Interested candidates are requested to apply through the mandatory application form link given **on or before 25th May 2025.**

Selection Process:

The selection process will be conducted by a 3 member selection committee chaired by the Special Commissioner (Forest, Environment & Climate Change Management), BBMP. Candidates will be evaluated based on their qualifications, skills and alignment with climate action objectives. Only shortlisted candidates will be contacted for further steps.

About the roles

Job Description for CSR Unit Manager

Key Responsibilities:

A. Stakeholder Engagement:

- Engage actively in communication and outreach efforts such as scouting and interacting with corporates, experts, investors, and other relevant stakeholders through senior interpersonal skills.
- Coordinate closely with other departments to identify and communicate CSR opportunities, providing comprehensive support such as facilitating administrative approvals, arranging land and seeking funding completion certificates.
- Build and maintain effective relationships with corporate partners, NGOs, community groups, and government agencies.
- Facilitate effective communication and collaboration among stakeholders, partner organizations, and consultants.
- Liaise regularly with CSR stakeholders to ensure the CSR Unit maintains up-to-date knowledge of relevant interventions and projects.
- Organize and conduct stakeholder consultations and CSR convenings as required.

b. Planning and Execution of Projects:

- Collaborate closely with knowledge partners and experts in thematic accelerators to curate projects suitable for CSR uptake.
- Manage accelerators and create support programs to connect solution providers with decision- makers.
- Develop and manage CSR projects aligned with the Bengaluru Climate Action and Resilience Plan (BCARP).
- Oversee project timelines, budgets, and resource allocation.
- Regularly track deliverables and ensure timely project completion.
- Manage and mitigate potential risks and challenges during project implementation.
- Track and analyze project progress and performance.
- Collect data and perform analytical assessments to measure the impact of CSR initiatives.
- Prepare and submit regular reports and presentations detailing project outcomes.

C. Coordination, Communication, and Networking:

- Support various CSR programmatic activities and project interventions.

- Oversee marketing and communications related to CSR Cell activities.
- Coordinate collaborations and partnerships within the Bengaluru Climate Action Cell and broader BBMP.
- Analyze relevant industry trends, develop business models, establish impact metrics, and work with relevant data sources (including open data).
- Manage effective communication materials to increase CSR Cell visibility.
- Organize and conduct workshops and events.

d. Qualifications and Skills:

- Post-graduate degree in management, technology, economics, urban studies, or an equivalent qualification, with preference for prior government sector experience.
- Minimum of 5 years relevant work experience in CSR related activities Expertise in climate finance domain, ability to analyze industry trends and emerging business models, impact investment, and capacity to work with data.
- Demonstrated experience working within multi-stakeholder environments in India.
- Strong understanding of urban innovation and sustainable technology-business opportunities.
- Exceptional communication skills with the ability to engage and manage diverse stakeholders, collect and analyze data, communicate findings, and proactively seek feedback.
- Proven ability to independently manage responsibilities and work collaboratively as part of a team.
- Capability to clearly communicate complex information and strategies.
- Demonstrated ability to prioritize, remain adaptable, and maintain high performance under pressure.
- Proficiency in MS Office, statistical tools, and administrative tasks.
- Detail-oriented with excellent organizational skills and a proactive work ethic.
- Commitment to the Climate Action Cell's and BBMP's mission and a genuine interest in environmental issues.
- Language proficiency in Kannada and English (reading, writing, and speaking) is essential.

Job Description of CSR Unit-Fellow

The Fellow will support the planning, execution, and monitoring of CSR-funded climate action and resilience projects under the Bengaluru Climate Action Plan (BCAP). The Fellow will work closely with the CSR Manager, departmental nodal officers, NGOs, and corporate partners to facilitate cross-sectoral collaboration, ensure alignment with BBMP priorities, and streamline project implementation.

Key Responsibilities:

A. Project Sourcing & Coordination:

- Assist in curating project decks from departmental proposals and accelerator cohorts
- Help develop project templates and coordinate with BBMP departments to identify fundable ideas
- Maintain trackers for project lifecycle, MoU status, and implementation updates

B. Stakeholder Engagement

- Liaise with BBMP nodal officers and external partners (CSR leads, NGOs, startups)
- Provide backend support during convenings, roundtables, and accelerator events
- Respond to queries from corporates and coordinate SPOC interactions

C. Communication & Documentation

- Assist in preparing proposals, decks, case studies, and knowledge products
- Support website updates related to projects, SPOCs, and process flows
- Maintain documentation related to approvals, project progress, and completion reports

D. Monitoring & Reporting

- Help design monitoring frameworks for CSR projects
- Collect and compile data on implementation and impact
- Contribute to preparation of periodic reports

Required Qualifications and Skills:

- Bachelor's or Master's degree in Public Policy, Environmental Studies, Development Studies,Urban Planning, or related fields
- 2–3 years of experience in CSR, government engagement, social impact, or urban development projects
- Strong communication skills in both English and Kannada (mandatory)
- Good writing, documentation, and coordination skills
- Proficiency in MS Office, Google Workspace, and basic data handling
- Interest in climate action, civic systems, and cross-sector collaboration

Where to Apply:

Click on the link to fill the application form : https://forms.gle/NWJQzBgKfR4vDCFo8

Duration and Location

The duration of the internship is for a minimum **12 months** starting from June 2025. The position is based out of Bengaluru. Reporting office will be the BBMP Head Office. Field work can be assigned anywhere in BBMP jurisdiction.