



Announcement for Consultancy

Executive Coach Consultancy

Office of the Executive Secretary (OES), Executive Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
09 June 2024 23:59 hrs CET	24/CON03/E	As soon as possible	Until June 2025	Remote and Bonn Germany

Publication date: 24 May 2024

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive division ensures that the work of the secretariat is guided by Article 2 of the Convention and of the Paris Agreement and by the values and principles of the United Nations. The Executive division ensures that work in the United Nations system in support of a coherent and well-coordinated global response to climate change, in line with the Sustainable Development Goals, is informed by and responsive to the outcomes of the UNFCCC process.

The Executive division also provides strategic guidance to the work of the secretariat, ensuring the overall coherence and responsiveness of the organization's work in relation to its mandates. It oversees the secretariat's strategic cooperation and partnerships with other organizations, including within the United Nations system, and key stakeholders in the climate change process. The Executive Secretary leads the organization and represents it externally.

The Executive division is committed to enhancing the capacities of the secretariat's directors through specialized coaching sessions aimed at strengthening leadership, management skills, and organizational culture. The coaching initiative is in line with the broader objectives of the UNFCCC to foster effective governance and leadership within its operational framework.

Purpose

The purpose of this consultancy is to provide a structured one-year coaching program specifically designed for UNFCCC top management and directors to enhance their professional development and leadership effectiveness. The initiative seeks to equip them with the necessary skills and insights, enabling them to successfully navigate and lead their teams through the complex challenges. The individualized training program will focus on:

- Developing a stronger and more influential leadership
- Enhancing the directors' management skills
- Boosting their ability to foster staff satisfaction, engagement, and motivation
- Strengthening their ability to facilitate cooperation within their and across different teams, as well as with external partners



- Strengthening their communication and mediation skills
- Enhancing their capability to manage stress and resilience
- Fostering other critical skills essential for the successful implementation of their respective responsibilities as outlined in their official work plans

Tasks

Working under the guidance and direct supervision of the Chief of Staff, the consultant will be expected to:

- Deliver group and one-on-one coaching sessions
- Provide expertise on leadership development tailored to the specific needs of UNFCCC managing directors
- Offer guidance on fostering a positive organizational culture and promoting diversity and inclusion within UNFCCC
- Offer support for the development and implementation of a communication and engagement strategy to enhance collaboration and alignment within UNFCCC
- Help in setting and achieving strategic goals aligned with the mission and objectives of UNFCCC directors
- Assist in identifying and overcoming challenges related to stress management, conflict resolution, and decision-making
- Provide ongoing feedback and guidance to ensure continuous improvement and development
- Maintain confidentiality and professionalism throughout the coaching process
- Regularly assess and evaluate the effectiveness of coaching interventions and adjust approaches as needed to achieve desired outcomes

The consultant will be required to prepare a preliminary report mid-way into the program, and a comprehensive final evaluation report at the end of the program. The final report will provide detailed insights into the learning process, notable achievements, areas of resistance encountered, and overarching results attained.

Key objectives

- Improve leadership skills, self-awareness and capabilities of UNFCCC senior management, e.g., leading instead of managing, making time for leadership, motivating teams, providing feedback, using situational leadership, and acting as a coach for staff members
- Alert directors to potential negative behaviors, e.g., bullying, harassment, power abuse, etc.
- Foster self-awareness and emotional intelligence to enhance interpersonal relationships and collaboration, including transferring skills to regulate stress and emotions for increased presence and self-control
- Assist directors in dealing with change management, addressing crisis situations, and promoting greater mental and behavioral flexibility, enabling them to quickly adapt to evolving challenges



- Develop strategies for effectively managing change and leading teams through periods of transition
- Provide tools and techniques for effective delegation and empowerment of team members
- Support managers in identifying and leveraging their strengths while addressing areas for growth
- Assist managers in setting and maintaining work-life balance to prevent burnout and promote overall well-being, for themselves
- Empower directors to manage work stress and pressures, promoting individual well-being and resilience
- Cultivate a culture of accountability among directors and their teams, and foster an organizational culture that promotes individual and collective responsibility, thus enhancing efficiency and collaboration
- Support directors in fostering an entrepreneurial, strategic mindset capable of tackling complex situations and delivering results
- Ensure that UNFCCC executives can tackle complex professional challenges with increased confidence and competence
- Improve communication skills and conflict management, facilitating more open and constructive communication within the organization
- Promote the development of an inclusive and diverse work environment, where every individual feels valued and respected
- Support executives in identifying and fully utilizing the potential of the human resources available to them, thus promoting greater employee satisfaction and motivation
- Ensure that coaching sessions contribute to the achievement of UNFCCC secretariat's strategic and operational objectives, generating results for the organization

Timeframe

The duration of the consultancy is from June 2024 to June 2025, 159 days within period.

- June: Meeting with the UNFCCC management to analyse the directors' coaching objectives
- July: Preliminary meetings with candidates, needs and skills analysis, goal setting days
- August: Commencement of one-on-one coaching sessions with directors
- August-June: Delivery of coaching sessions, 3-4 hours per month for each director. Each one-to-one coaching session will require one hour of feedback and reporting for each director

Outputs

The estimated time dedicated to each output:

- Meeting with the UNFCCC management on coaching objectives – 1 day
- Preliminary meetings with UNFCCC staff – 4 days
- Coaching sessions – 145 days
- Group sessions/exercises – 4 days



- Reporting and evaluation – 5 days

Duty station and places of travel

The consultant will work remotely with occasional travel to Bonn as required by the UNFCCC management. All necessary travel arrangements will be provided by the secretariat.

Requirements

The consultant should possess the following qualifications, knowledge, skills, and work experience:

Education:

Relevant degrees or certifications in Executive coaching.

Advanced university degree (Master's degree or equivalent) public or business administration, human resources management, leadership studies, education, organizational development, social studies, business, or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience and skills:

- At least 10 years of progressive expertise in coaching at executive levels, with demonstrated experience in leadership, managerial, or entrepreneurial roles, in international settings, or similar roles
- Demonstrated experience in leading teams, and guiding leaders through individual training, one-to-one coaching, mentoring, teaching strategies, and group training sessions
- Demonstrated success in facilitating the growth and development of individuals and/or teams
- Strong interpersonal skills and the ability to build rapport with diverse stakeholders.
- Effective communication skills, both verbal and written, to convey complex ideas and concepts clearly
- Demonstrated ability to adapt coaching strategies to address the unique challenges and opportunities faced by participants in complex settings
- Demonstrated capacity to foster a supportive and empowering environment conducive to personal and professional growth, including for online sessions
- Analytical skills to assess progress, identify areas for improvement, and develop action plans accordingly
- Proficiency in utilizing coaching techniques and methodologies and tools tailored to individual and organizational needs
- Certification in education related to coaching, leadership, empowerment, and stress management



Languages:

Fluency in written and oral English is required. Working knowledge of other UN official languages is an advantage.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.

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