



Announcement for Consultancy

Operations Coordination Department Consultant, Due Diligence and Risk Assessment

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
09 June 2023 23:59 hrs CET	23/CON02/OC	As soon as possible	Until 31 January 2024 with possibility of extension	Bonn, Germany

Publication date: 26 May 2023

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Operations Coordination will ensure the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and Executive in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It will ensure that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization-wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates. Operations Coordination will take a coherent, secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

This position at the UNFCCC secretariat, based in Bonn, Germany, is located in the **Resource Mobilization and Partnerships** Subdivision, Operations Coordination Department, which provides strategic support and advice to ensure a coherent secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, and development of the required intelligence. Resource Mobilization and Partnerships Subdivision also convenes the internal Partnership Committee, which reviews proposed partnerships with non-State actors, such as private sector entities, philanthropies, HNWIs and others. In this context, Resource Mobilization and Partnerships Subdivision oversees due diligence and risk assessment reviews of such partnerships as per existing internal UNFCCC guidelines.

Purpose

Under the guidance of the Manager of the Resource Mobilization and Partnerships Subdivision and the direct supervision of the Non-Party Engagement lead, you will (i) conduct specialized research and analysis on complex proposed partnerships with non-State actors in line with the UNFCCC due diligence and risk assessment policies, guidelines and criteria; (ii) support the role out, implementation and in-house learning on the new due diligence policy; and (iii) develop internal risk database.



Tasks

- Conduct due diligence screening and risk assessment on potential proposals for engagement with the private sector and other non-Parties in line with internal due diligence policies and guidelines.
- Review requests for screening, and analyze annual and financial reports, the credibility of net zero commitments and reports, and other relevant documentation
- Undertake extensive research for screening the partnership (funding or in-kind or combined) proposals based on available information sources, risk assessment tools and databases available (e.g. RiskRep and Sustainanalytics)
- Analyze, unravel, and map complex or hidden ownership/relationship/governance structures in partnership proposals
- Draft and consolidate comprehensive screening checklists for review, including analysis of risk factors associated with prospective entities and partnership proposals, outlining findings and key attention points, including presented red flags
- Provide advice and support the role out of the new due diligence policy and develop training material for in-house training and capacity-building
- Assist with training, capacity development and outreach activities related to due diligence and risk assessment
- Assist with developing an internal risk database
- Interpret analytics needed to improve due diligence and risk assessment processes
- Collaborate with internal and external clients and partners, including the United Nations Global Compact and other UN entities
- Provide support across ongoing, planned and new activities/projects as may be required.

Outputs

Output	Date	Performance indicators
Revise due diligence checklist in line with internal and UN Global Compact net zero criteria	31 July 2023	Revised due diligence checklist
Conduct due diligence screening and risk assessment on potential proposals for engagement with the private sector and other non-Parties	July – December 2023	Due diligence and risk assessment checklist and reports available for each proposed partnership (financial, in-kind or combined) within the secretariat
Internal training material on new due diligence policy and checklist	August 2023	Training and training material are available are rolled out
Conceptualize internal risk database	December 2023	Concept and pilot of such database are available

Timeframe

Start date: 1 July 2023

End date: 31 January 2024; with the possibility of an extension contingent to satisfactory, high-quality delivery of outputs within set timeframes.

Duty station and places of travel

Bonn, Germany



Requirements

Education: Advanced university degree (Master's degree or equivalent) in compliance, environmental studies, natural sciences, economics, social sciences, or a related discipline. A first-level university degree in combination with at least one year of relevant qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least two (2) years of relevant working experience in partnerships, climate change, sustainable development, environment, or social sciences, with strong technical and analytical skills in research, organization of information, and data analysis. Familiarity with state-of-the-art data science services for ESG Risk Ratings and analytical research (e.g., RepRisk and Sustainalytics). Good knowledge of UNSDG Common Approach to Prospect Research and Due Diligence for Business Sector Partnerships, the UN Global Compact's Ten Principles, and other relevant UN principles. Detail-oriented and excellent report-writing skills in English. Ability to work with databases and information systems. Proven track record of working in multicultural settings and teams with diverse backgrounds. Previous UN experience is an asset.

Language requirements: Fluency in written and spoken English is required. Proficiency in other UN languages is an asset.

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.
