Announcement for Consultancy

Support to the Regional Work in Asia (NDC Partnership)  
Means of Implementation Division  
Capacity-building subdivision (NDC Partnership)

<table>
<thead>
<tr>
<th>Deadline for application</th>
<th>Announcement number</th>
<th>Expected date for entry on duty</th>
<th>Duration of appointment</th>
<th>Duty Station</th>
</tr>
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<tbody>
<tr>
<td>05 May 2020 23:59 hrs CET</td>
<td>20/CON03/MoI</td>
<td>15 May 2020</td>
<td>Six months</td>
<td>Bangkok, Thailand</td>
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Publication date: 21 April 2020

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 historic 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.

The Means of Implementation Division will provide critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of the capacity-building arrangements and processes.

Background

The NDC Partnership is a coalition of countries and international institutions working together to ensure countries receive the technical and financial support they need to achieve ambitious climate and sustainable development targets as fast and effectively as possible. The Partnership works with its members to: 1) create and disseminate insightful knowledge products; 2) facilitate technical assistance and capacity building; and 3) facilitate enhanced financial support for NDC implementation.

Following an invitation by the government of Germany, the secretariat has signed a memorandum of understanding (MOU) with the World Resources Institute (WRI) to cooperate in the establishment of a support unit for the NDC Partnership (SU), including by making staff available for the work of this unit. The SU has been charged with providing support to the different activities of the NDC Partnership, including knowledge management, meetings of the steering committee, and the implementation of the country engagement model.

Purpose

The NDC Partnership Support Unit works through country-driven approaches coordinated by Regional Specialists in Africa, Asia and Latin America. The Regional Specialists facilitates the interaction between partners and countries requesting support.

Given the increased number of countries supported by the NDC Partnership, the Regional Program Officer (RPO) consultant will support the tasks of the Regional Specialist in charge for Asia region. You will collaborate with the Regional Specialist for Asia in the coordination of the country engagement and the knowledge strategies of the Partnership to drive implementation of NDCs in member countries.
What will you be doing

Under the supervision and guidance of UNFCCC secretariat and the NDC Partnership Support Unit Directors and the Regional Specialist of Asia, you will carry out the following functions:

1. **Country work support**
   - Support the Regional Specialist in the oversight of country-related work of the NDC Partnership in the region including but not limited to Country Engagement and Climate Action Enhancement Package (CAEP);
   - Interact with international staff from different workstreams of the NDCP Support Unit;
   - Conduct country analysis related to climate change action of government and implementing partners including inter alia, public documents, national targets, country portfolios, country contacts, etc;
   - As required, provide country, multi-country or regional briefs in coordination with relevant staff members of the NDCP Support Unit;
   - Maintain Regional Specialist apprised of all management and ad-hoc requests from implementing and development partners, regarding country engagement in the region;
   - Support the technical organization of meetings, conferences or other regional gatherings, in coordination with other staff members of the Support Unit, for events where Regional Specialist/Director(s) is expected to attend, including content presentation preparation;
   - Ensure monthly and quarterly collection of country update reports from country facilitators, by interacting with country facilitators directly;
   - Quality assurance of country progress update reports and drafting of stories of change that the Partnership can promote;
   - Ensure completion of periodic country-related updates such as Country Engagement Opportunity Updates, Newsletters, Monday boards, and Share Point;
   - Support hiring process of ad-hoc consultancies;
   - Tracking and reporting on progress in Asia countries against the Monitoring & Evaluation framework.

2. **Regional information management**
   - Overview the knowledge management system of the NDC Partnership Support Unit – the kNook – for the countries in the region, be the primary point of contact for relevant queries and extract and analyse information accordingly;
   - Coordinate the flow information and exchanges between Regional Specialist for Asia and country stakeholders and/or implementing partners is adequately captured in the Support Unit’s Information Management System;
   - Draft inputs to talking points, slide decks, blog entries and other type of informational/operational demands in coordination with other relevant teams;
   - Provide insights to the NDCP Support Unit teams and management regarding trends and needs within NDC implementation in the region;
   - Maintain track of formal communications between the SU and country counterparts and implementing partners in an appropriate classification under SharePoint;
   - Ensure the appropriate allocation of written products resulting of SU work in the region, including but not limited to Partnership Plans and other CE consultancy deliverables, as well as PP implementation monitoring reports and CAEP implementation reports;
• Ensure regional sections of SharePoint, Monday and Dropbox are up to date and upload documentation relevant to NDC Partnership operations accordingly;
• Support the collaboration of the Regional Collaboration Centre of the UNFCCC in Bangkok with the regional country work of the NDC Partnership.

3. Any other responsibility as deemed appropriate by the Regional Specialist and/or Country Engagement Deputy/Director. Approximately 30% of the time will be allocated for ad-hoc support.

Outputs

<table>
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<tr>
<th>Output</th>
<th>Date</th>
<th>Performance indicators</th>
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<tbody>
<tr>
<td>Oversight of country-related work under Country Engagement workstream and CAEP.</td>
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<tr>
<td>Country analysis related to climate change action of government and implementing partners including inter alia public documents, national targets, country portfolios, country contacts, etc.</td>
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<tr>
<td>Updated Country, multi-country or regional briefs.</td>
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<td>Supported activities to keep Regional Specialist apprised of all management and ad-hoc requests from implementing and development partners.</td>
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<td>Timely and quality assurance of monthly and quarterly country update reports from country facilitators.</td>
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<td>Tracking and reporting on progress in Asia against the M&amp;E framework.</td>
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<tr>
<td>Stories of change identified from the region through monthly and quarterly reports with facilitators and Communications team.</td>
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<tr>
<td>Ensuring regional sections of periodic country-related updates such as SharePoint, Monday boards, Dropbox, Country Engagement Opportunity Updates and Newsletters accordingly.</td>
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<td>Support drafting terms of reference for ad-hoc consultancies.</td>
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<td>Extracting and processing information from kNook as per requests from the Regional Specialist and/or management.</td>
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As well as reporting about the activities realized in support of the Regional Specialist of Asia and the collaboration with the UNFCCC secretariat.

Duty Station and Travel

Duty Station: Bangkok, Thailand.

Travel during assignment is not required.

What are we looking for

Educational Background

Required: University degree in international relations, international development, economics, finance, administration or a related field.

Experience

Required: At least 3 years of experience in international cooperation and/or project management related matters on developing countries from the target region.

Language skills

Required: Proficiency in relevant regional languages as well as English.

Specific professional knowledge and skills

Required: Demonstrated skills set in dealing with data collection and analysis;

Excellent writing, editing, and oral communication skills.

Demonstrable exposure to development topics in Asia.

Desirable: Knowledge on climate change topics and UNFCCC issues.

How to apply:

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

Please note:

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.

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 to become part of the organization.