



Announcement for Consultancy

Programmes Coordination Department Consultant to provide technical expertise and substantive guidance and support to the Senior Director

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2023 23:59 hrs CET	23/CON03/PC	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 23 June 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.

Programmes Coordination provides strategic direction and oversight in relation to the work of the Programmes department, comprised of the four Programmes divisions (Adaptation, Means of Implementation, Mitigation, and Transparency). It ensures strategic, substantive and administrative coherence and synergy in the delivery of the Divisions' work programmes, including in relation to the established intergovernmental processes and constituted bodies, as well as coherent support to the implementation of mitigation and adaptation actions by Parties enabled by the provision and mobilization of means of implementation while ensuring transparency of action and support.

This position is located within front office unit which provides support to the Senior Director in the coordination of substantive work of the Programmes divisions, collaboration with the Executive Office of the Executive Secretary and Deputy Executive Secretary and Operations Coordination, and external outreach to Parties, other United Nations organizations and other stakeholders in the intergovernmental climate change process.

Purpose

The purpose is to provide substantive and technical expertise, guidance and support to the Senior Director, Programmes Coordination Department.

Tasks

- Prepares, in consultation with relevant Divisions, expert briefing notes, analytical papers, presentations or other materials to facilitate oversight of tasks that require coherency and consistency across Divisions, including the relevant work of constituted bodies;
- Assists the Senior Director in the provision of strategic substantive advice, in particular on cross-cutting matters, to the Executive Secretary and Deputy Executive Secretary;
- Assists the Senior Director in the formulation, in consultation with substantive Divisions, of a strategic secretariat's vision for the upcoming sessions of the subsidiary and governing bodies to the Convention (COP), the Kyoto Protocol (CMP) and the Paris Agreement (CMA), based on relevant decisions from Parties;



- d. Provides support and technical guidance to the Senior Director in the oversight of substantive preparations of the secretariat for the upcoming sessions of the subsidiary and governing bodies to ensure complete and timely readiness of the secretariat to support the negotiations, on the basis of Parties' decisions, secretariat's vision and under the guidance of presiding officers of the UNFCCC bodies;
- e. Organizes, under the oversight of the Senior Director and in consultation with relevant Divisions, a technical review of substantive outcomes of the sessions of the subsidiary and governing bodies and supports the formulation and implementation of the follow-up work from the sessions to ensure effective, coherent and consistent implementation of Parties' decisions;
- f. Supports the Senior Director in the provision of in-session updates/briefings to the Executive Secretary and Deputy Executive Secretary, and in the implementation of their guidance during the session;
- g. Coordinates with the Intergovernmental Support and Collective Progress Division on substantive, procedural and logistical matters relating to the negotiations on the overarching decisions, including the related liaison with the current and incoming Presidencies of the COP, CMP and CMA;
- h. Organizes and leads, under the oversight of the Senior Director, secretariat's in-session support to the negotiations on the overarching decisions, under the guidance of the current Presidency of the COP, CMP and CMA, and in coordination with the relevant substantive teams across all Divisions;
- i. Prepares secretariat's inputs to relevant reports prepared in the UN system, contributions to the work of UN task teams or working groups, or any other inputs as required, including on substantive data, insights and experiences relating to UNFCCC's mandates, processes, best practices and lessons learned;
- j. Facilitates the conduct of briefings and provision of information on intergovernmental negotiations under the UNFCCC to the UN Headquarters and other UN organizations;
- k. Assists and provides technical expertise to the Senior Director in supporting the Executive Secretary and Deputy Executive Secretary in their liaison with the UN Headquarters and other UN organizations, in coordination with the Communications and Engagement Division as required;
- l. Provides substantive and technical expertise to the Senior Director in relevant internal and external meetings, including those with other UN agencies, and maintains liaison with relevant external stakeholders, such as representatives of UNFCCC Parties, UN and other international organizations, and presider officers of the negotiating bodies of the UNFCCC and their teams; and
- m. Contributes expertise to the knowledge management and information exchanges across substantive Divisions to facilitate synergy and coordination of approaches in the work of the Divisions Knowledge Management.

Outputs

Output	Date	Performance indicators
Strategic coordination of substantive work across the Divisions of Adaptation, Means of Implementation, Mitigation, Transparency, for cross-cutting matters in	Ongoing throughout the duration of the contract	Strategic coordination of substantive work across the Divisions of Adaptation, Means of Implementation, Mitigation, Transparency, for cross-cutting matters in



particular		particular is carried out effectively and efficiently
Focused, timely and vision-driven substantive preparation of the secretariat for the sessions of subsidiary and governing bodies	Ongoing throughout the duration of the contract	Focused, timely and vision-driven substantive preparation of the secretariat for the sessions of subsidiary and governing bodies is carried out effectively and efficiently
Coherent and comprehensive support of the secretariat to the relevant work of other UN agencies	Ongoing throughout the duration of the contract	Coherent and comprehensive support of the secretariat to the relevant work of other UN agencies is carried out effectively and efficiently

Timeframe

Contract to start as soon as possible and for a period of one-year on a full-time basis.

Duty station and places of travel

The consultant will be based full-time at the secretariat's headquarters in Bonn, Germany. Should travel be required, this will be arranged for separately in accordance with the secretariat's current travel policy and guidelines.

Requirements

The consultant should possess the following educational qualifications, work experience, professional knowledge and job-related skills:

Education: Advanced university degree (master's degree or equivalent) in political science, international relations, international economics, environmental studies, sustainable development, climate change, or related field.

Experience: A minimum of ten years of progressively responsible experience within international organizations, working on sustainable development, environmental and/or climate change issues.

Specific professional knowledge and job-related skills: Expertise on climate change and/or environmental issues. Prior experience working alongside the UNFCCC and within a COP Presidency/Presidencies is a plus. Ability to write creatively and initiate content clearly and concisely under deadline pressures, and with a developed sensitivity to the political landscape of climate change. Prior experience working closely with senior staff and delegates. Experience working on UNFCCC negotiations as well as wider climate-related action (e.g., through sectors, nature, etc.). Prior experience with UN partnerships.

Language requirements: Excellent communication skills (verbal and written) in English. Knowledge of any other UN languages would be 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>



Page 4

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.
