



## **Announcement for Consultancy**

Regional Specialist for Asia – Bangkok, Thailand

Finance, Technology and Capacity-building (FTC) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 June 2019 23:59 hrs CET	19/CON04/FTC	1 July 2019	End of December 2019 with a possibility of extension	Bangkok

Publication date: 30 May 2019

**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 and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

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 works through country-driven approaches. The Support Unit (SU) facilitates the interaction between partners and countries requesting support. The consultant will fulfil the task of a Regional Specialist (RS) and support the engagement of the NDC Partnership work within the Asian region.

The consultant will represent the Support Unit in the region and at times outside the region, coordinating the application of the country engagement and the knowledge strategies of the Partnership to drive implementation of NDCs in member countries.

The consultant will also be responsible of establishing and sustaining a good working relationship between the governmental focal points of the member countries, implementing partner's focal points and the SU in order to advance the communication, coordination and implementation under the NDC Partnership.



### **What will you be doing**

Under the guidance of UNFCCC secretariat, you will coordinate activities related to all the stages of country engagement and knowledge strategies of the NDC Partnership within the Asian region, as well as other tasks reflected below. Your tasks will be supervised by the NDC Partnership Support Unit (SU) Directors.

You will provide country as well as Regional and Global Engagement support:

#### *Country Support:*

- Function as the entry point of NDC Partnership SU in countries, liaising with other SU teams or implementing partners as appropriate;
- Inform and reach out to potential member countries and implementing partners about the NDC Partnership value addition, methodology, instrument and membership procedures;
- Support onboarding of new countries as members, according to their needs;
- Evaluate and make recommendations to Support Unit (SU) for the engagement in the NDC Partnership of member countries within the region;
- Identify and lead communication with key government stakeholders from the member countries the NDC Partnership's country focal points;
- Facilitate the on-the-ground support to member countries throughout the engagement process;
- Participate in key national meetings relevant to the activities of the NDC Partnership and prepare analysis of their results;
- Oversee country engagement teams (outlined in the current Division of Labour of the NDC Partnership), work distribution and monitor deadlines. Advise SU Directors on country progress and team performance. Identify potential challenges and provide recommendations of overcoming them;
- Guide country engagement teams to contribute to the knowledge management system to ensure effective and up-to-date mapping of the NDC implementation at country level (i.e. institutional frameworks, country progress tracking, key stakeholders' activities.);
- Coordinate the development of and maintain an adequate mapping of the relevant policy and institutional frameworks relevant for NDC implementation in each of the active countries. Develop and maintain a detailed knowledge of the country's progress of NDC implementation and the various factors (e.g., political, economic, social, etc.) likely to influence future progress, including key stakeholders to the process.;
- Coordinate the development of and maintain an adequate mapping of all support activities, including technical and financial, relevant to the implementation of NDCs, their actors and initiatives in each of the active countries;
- Identify implementing partners with presence and interest in active countries and coordinate closely with them to generate alliances around NDC Partnership activities including, but not restricted to (i) leading country engagement scoping, (ii) mobilizing resources for Partnership Plan implementation, (iii) becoming in-country facilitators, (iv) conduct knowledge and learning activities;
- Work collaboratively with implementing partners, to craft coordinated responses to requests from member countries to assist their NDC implementation, including supporting the facilitation of country-level dialogues and other events or meetings when requested by members;
- Identify and make recommendations to SU Directors for targeted support in consultations with government counterparts and implementation partners.



*Regional and Global Engagement:*

- Develop and maintain an adequate mapping of all regional institutions and support activities relevant for NDC implementation;
- Raise awareness of the NDC Partnership amongst stakeholders in the region and cultivate new relationships with relevant countries and organizations;
- Identify potential alliances with regional institutions for the conduction of joint activities related to country engagement, knowledge and learning and other SU-led tasks;
- Identify opportunities to enhance coordination amongst programs supporting NDC implementation at a regional and national level;
- Represent the NDC Partnership SU in regional and at times global fora, meetings and activities which are relevant to the implementation of NDCs;
- Identify, in coordination with the focal point for the NDC Partnership in the UNFCCC secretariat, potential collaboration opportunities that could lead synergies with the UNFCCC Regional Collaboration Centres' work.
- Programme Development:
- Provide insights to the SU teams and management regarding emerging trends and needs within NDC implementation in the region;
- Monitor progress of in-country engagements and share emerging lessons with the Knowledge & Learning Team to contribute to the development of associated knowledge products;
- Guide country teams to contribute to NDC Partnership SU reports or events related to individual countries or the region as a whole;
- Reach out with UNFCCC teams, through the UNFCCC Focal Point, to collaborate in national and regional activities such as support requests from countries, sharing lessons and best practices, providing information and other ad-hoc tasks.

**Output**

Deliver a written report addressing all the points in the previous section. Discuss findings with UNFCCC programme officers and MP members through (a) teleconference(s) and use input from the teleconference(s) to revise and improve the written report and its recommendations.

<b>Output</b>	<b>Date</b>	<b>Performance indicators</b>
Monthly Regional Specialist Report including:  Progress Report of the country engagement activities which include, among others: <ul style="list-style-type: none"> <li>• Formulation and coordination of the Rapid Situational Assessment;</li> <li>• Organization/Coordination of meetings and scoping missions with national stakeholders towards the delivery and validation of the Support Request Letter;</li> <li>• Designing, drafting and implementation of the Partnership Plan or specific activities agreed in each country;</li> </ul>	First report due 31 July 2019 and thereafter monthly until the end of the contract on 31 December 2019. A final report should be submitted, detailing work carried out during the course of the contract, by 31 December 2019.	Quality of output, timeliness.



<ul style="list-style-type: none"><li>• Following the coordinated implementation of the country engagement;</li><li>• Assessment of prospects for new members in the region and any issues flagged by members;</li><li>• Highlight lessons learned that can be the basis of communication, peer exchanges or other knowledge and learning activities;</li><li>• Support the reassessment of activities of the country engagement and knowledge strategies.</li></ul> <p>As well as reporting about the activities realized in collaboration with the UNFCCC secretariat (i.e. knowledge sharing meetings or reports, identification of areas of collaboration, participation in UNFCCC events, etc.).</p>		
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**Timeframe**

Expected date for entry on duty: 1 July 2019 until 31 December 2019 with the possibility of extension.

**Duty station and places of travel**

Duty station: Bangkok, Thailand.

Places of travel: As necessary within the region, to be decided in consultations with the focal point for the NDC Partnership in the UNFCCC secretariat and the Country Engagement Directors of the NDC Partnership.

All authorised mission travel costs will be covered by the UNFCCC secretariat.

**What are we looking for**

**Educational background**

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Required: Advanced university degree (Master degree or equivalent) in environmental science, climate change, public policy, international relations or a related field;. A combination of relevant academic qualifications and an additional two years of experience at the professional level may be accepted in lieu of an advanced degree.



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### **Experience**

Required: At least seven (7) years of experience in international development work on the ground in developing countries and at least three (3) years in the target region.

Demonstrable experience with conducting environmental or development cooperation work.

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### **Language skills**

Required: Fluent in the English-language (written and spoken).

Asset: Proficiency in at least one relevant regional language.

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### **Job related skills**

Required: Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others.

Excellent writing, editing, and oral communication skills

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### **Others**

Required: Commitment to NDC Partnership's mission and values.

Willingness to travel up to 60% of the time.

### **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.