



Announcement for Consultancy

Policy Review Consultant
Office of the Deputy Executive Secretary (ODES)
Executive Direction and Management (EDM) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
05 September 2019 23:59 hrs CET	19/CON07/EDM	As soon as possible	40 working days, by 31 January 2020.	Bonn, Germany

Publication date: 22 August 2019

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.

Background

Under the supervision and guidance of the Deputy Executive Director, supported by OIC Administrative Services Director and the Director of Legal Affairs, the Consultant will provide inputs to the determination of business cases for deviations from UN policies through consultations with the relevant programmes of the UNFCCC secretariat. The Consultant will also provide inputs to the preparation of notes, procedures and standard operating procedures, as relevant, to further provide guidance internally, in accordance with UN policy and the applicable delegation of authority.

Scope of work

Review UNFCCC policies in human resources, finance, procurement, information, technology and communication and other areas with the following objectives:

- Review UNFCCC policies and update them into notes, procedures or standard operating procedures that are deemed necessary to provide internal guidance, in accordance with the Delegation of Authority (DOA) of the Executive Secretary of the UNFCCC
- Identify issues that may justify a business case being made in order to seek and obtain permission to deviate from UN policy and develop a consolidated note to facilitate required approval from UN Secretariat.

Tasks and deliverables

1. Working with the relevant programmes and units within the UNFCCC secretariat, produce a document including detailed policy reviews of each administrative area with a view to ascertain (a) if notes/procedures/standard operating procedures are necessary to provide further internal guidance on the application of the relevant UN policy in one of the target areas, and (b) whether a business case for deviations from UN policy are necessary in any of the target areas
2. Fully document the issues which may require deviations, in each area and in accordance with pre-determined criteria set up in consultations with Administrative Services and Legal Affairs
3. Contribute to develop and seek approval of a plan included in a note to implement the changes required in each of the target areas, including timing and allocation of responsibilities



4. Contribute to the production of a consolidated note of business case deviations from UN policies, through the production of relevant documents
5. Contribute to developing the notes, procedures or SoPs that are deemed necessary in each of the target areas, in consultation with relevant programmes and units within the UNFCCC secretariat
6. Contribute to memoranda seeking deviations from UN policy.

Outputs

Output	Date	Performance indicators
Management overview and monthly report and any actions for implementation or alignment to UN Policies	15 October 2019	A status report including deliverables referred to in items 1 and 2 above
Interim Report – with action plan for implementation	15 November 2019	A status report including deliverables referred to in deliverable items 3 and 4 above
Final Report	31 January 2020	Final report including deliverables referred in items 5 and 6 above

Timeframe

The estimated maximum number of total working days is 40 during the period 15 September 2019 to 31 January 2020.

Duty station and places of travel

Presence at the United Nations premises in Bonn, Germany may be required during October 2019 for a period of two weeks,
Tasks to be performed outside of these periods can be performed remotely wherever good phone and internet connections are available.

What are we looking for

Educational background

Required: Advanced university degree (Master's degree or equivalent) in business or public administration, international law, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience



Page 3

Required: At least five (5) years of professional experience in UN Policy Development and Review in administration related areas.

Language skills

Required: Excellent working knowledge of the English language.

Specific professional knowledge and job related skills

Advantage: Excellent communication skills in English. Excellent working knowledge of Microsoft Office software. Experience with collaboration software (SharePoint) is desirable.

How to apply:

Candidates, whose qualifications and experience match with 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.