



CONSULTANCY
Development of skills matrix and skill inventory
Sustainable Development Mechanisms (SDM) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of assignment	Duty Station
31 August 2016	16/CON02/SDM	As soon as possible	30 November 2016	Indicated below

Publication date: 10 August 2016

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 Sustainable Development Mechanisms (SDM) programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Programme Support and Coordination (PSC) team supports the office of the SDM programme Coordinator (OC) on issues related to skills development, finance, human resources, planning and development of the programme work plan and management of information and regulatory documents.

Background

During a workshop held in early February 2016, SDM Programme management and staff discussed how to enhance collaboration across the programme and move closer to a matrix style working arrangement. Developing a skills inventory for the programme would be conducive to this aim, as it would support skills mapping, identification of skills gaps, and support line managers and project managers with their human resources planning.

The purpose of the assignment

The consultant will develop an SDM programme skills matrix and inventory to enhance cross-programme collaboration and effective use of available skills for SDM project and routine work. The skills matrix will map skills relevant to the programme, while the skills inventory will list current skills capacity of programme staff. The purpose of these tools is to support planning and optimal use of available skills in the programme and at the inter-programme level, provide data for analysis of skills gaps, and help the programme develop training which can align programme staff skills with skill requirements according to current and future needs of the programme.

Responsibilities

Under the general supervision of the Team Lead of the Programme Support and Coordination (PSC) Team, you will:

1. Develop a matrix containing skills relevant to the SDM programme's current and future work areas, you will carry out an analysis, including data collection, through a desk review of strategic documents and interviews with key stakeholders, including managers and team leads.



2. Develop a skill matrix template (skill name, skill code, overall description, level description etc.) listing both soft and hard skills relevant to the SDM programme's current and future skills needs. The matrix should be aligned and compatible with prevalent UN skills catalogues such as the UNFCCC competency framework.
3. Plan and carry out the process of populating an SDM programme staff skills inventory using the developed skills matrix. The process of populating the inventory with data should involve staff self-assessments and supervisor/management validation as appropriate. This includes communication with SDM staff.
4. Develop a reporting tool with SDM skills capacity reports relevant to project managers and unit managers to enable identification and planning of skills usage for project and routine operations.
5. Develop a plan for how the Programme can maintain the skills inventory including an overview of projected resource usage.
6. You will manage the process of integration of the skills data collection, reporting tool and the maintenance plan with UNFCCC's Learning Management System functionalities and integrate with the effort tracking system data, unless issues related to user-friendliness or resource-effectiveness speaks to the contrary.

Reporting lines

You will report to the Team Lead of the Programme Support and Coordination (PSC) Team. Within this team the consultant is expected to collaborate with the Information and Knowledge Management team, the Management Action Plan (MAP) team and the Human Resources team in order to assure alignment with SDM Programme plans and correct scoping, quality and relevance of outputs. Furthermore collaboration with the HR Learning and Performance team of the UNFCCC secretariat is required in order to ensure the inventory is in line with secretariat-wide skills development planning and integrated with the UNFCCC's Learning Management System (LMS) and Performance Appraisal System (ePerformance). Quality of outputs must be verified by SDM Management Committee (SMC).

Outputs

Output/Products	Tentative Deliverable Date	Performance indicators
Analysis of programme skills needs (Desk review of strategic documents and interviews of key stakeholders)	To be determined	Analysis validated by PSC team lead and SMC.
Skills matrix template	30 Sep	Skills matrix template validated by PSC team lead and SMC.
Populated skills inventory (preferably integrated with UNFCCC Learning Management System)	15 Oct	70 % of SDM programme staff have completed a skills assessment.
Skills inventory reporting tool (preferably integrated with UNFCCC Learning Management System)	30 Oct	Reporting tool validated by PSC team lead and SMC.
Skills inventory maintenance plan (preferably integrated with UNFCCC Learning Management System). Support of skill fair.	30 Nov	Maintenance plan validated by PSC team lead and SMC.

**Timeframe**

The total work is estimated to be up to 65 days and the period of the assignment will be as soon as possible until 30 November 2016.

Duty Station and places of travel

The consultant will work remotely. The consultant is expected to travel to Bonn, Germany for stakeholder interviews.

Requirements**Educational background**

Required: A first level university degree in education, knowledge management, human resources management, training and development, business or public administration, social science or a related field.

Experience

Required: At least three (3) years of relevant progressively responsible experience

Specific professional knowledge

Required: Experience in working with a learning management system, including customizing reports;
Experience with project management, including project planning, monitoring of product delivery and project team work and delivery.

Asset: Knowledge of UN competency framework will be considered.

Job-related skills

Required: Strong commitment to promote learning, knowledge-sharing and people development; Ability to communicate effectively, including excellent presentation skills;
Excellent client orientation skills.

Language skills

Required: Fluency in English, both oral and written.

Asset: Knowledge of other UN languages.

How to apply:

Candidates, whose qualification and experience match with what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Further, the candidates shall submit a technical proposal by email to: vacancies@unfccc.int (with subject title "Consultant (Development of Skills matrix and inventory for SDM programme) indicating the methodology for conducting the evaluation).