TERMS OF REFERENCE
International Computing Centre (UNICC)
United Nations Framework Convention on Climate Change (UNFCCC) secretariat

Reference:	**21/CON05/UN**
Position Title:	Executive Project Manager **(Consultant)**
Contract Duration:	12 months
Target Start Date:	1st of May 2021
Modality:	**Full time**
Duty Station:	Bonn, Geneva, Remote

About UNFCCC and the ICC

The UNFCCC secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. UNFCCC stands for United Nations Framework Convention on Climate Change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement and the 1997 Kyoto Protocol. The ultimate objective of the agreements under the UNFCCC is to stabilize greenhouse gas concentrations in the atmosphere at a level that will prevent dangerous human interference with the climate system, in a time frame which allows ecosystems to adapt naturally and enables sustainable development.

The International Computing Centre (ICC) is the leading provider of Information Technology and Communications (ICT) services within the United Nations System. Over the last four decades, ICC has been continually expanding the services it is providing to its Partners in various parts of the world, and in various areas of ICT.

Context

The UNFCCC secretariat is developing a user-friendly platform to facilitate meetings and engagement that Parties may wish to convene and/or participate in.

In cooperation with UNICC, the UNFCCC secretariat's approach is driven by not specific technologies but desired outcomes, striving to benefit from the most relevant and advanced technologies and tools. To truly accelerate the transition to a next-generation conferencing and events platform, a strategic road map with five areas of focus (seamless solution, security and trust, sophisticated insights, support and sustaining adoption) striving for a user-driven experience, has been conceptualized and defined as the Digital Platform for Climate Change Events (DPCCE).

Purpose of the Position

UNFCCC and UNICC are looking to contract the services of an experienced leader with demonstrated execution capabilities on large-scale, complex IT projects, involving senior stakeholder expectation management and multiple complex workstreams, often involving aspects of technology implementation, change management and communication, as well as process changes.

The Executive Project Manager will assure a high quality of delivery to customer expectations, timely and proactive communication at multiple levels, and the ability to remediate and resolve issues.

Organizational Setting and Reporting

The Executive Project Manager will perform tasks associated to delivering a state-of-the-art digital platform for climate change events (DPCCE) under tight deadlines. The solution will support events in the lead up to the 26th

sessions of the Conference of the Parties (COP26), during the sessions in Glasgow, UK (1-12 November 2021) and beyond, and strategic long-term requirements for the UNFCCC process.

The Executive Project Manager is expected to represent the best interests of UNFCCC through effective coordination of internal (ICT, CA, Operations and Programmes) and external teams, including vendors, consultancies, product teams.

The Executive Project Manager will report to the steering committee of the project through the Director of Administrative Services/HR/Information and Communication Technology of UNFCCC and the Director of UNICC.

Responsibilities/accountability:

1. Manage senior level stakeholder expectations, including UN agency leaders, vendor executives, and government officials.
2. Serve as an effective spokesperson for the project and establishes collaboration and partnerships with key officials at all levels within the organizations and beyond.
3. Lead multi-disciplinary and cross-functional teams in project development, implementation, monitoring and assessment.
4. Ensure alignment across delivery teams who may represent resources from multiple internal (UNFCCC, client teams) and external sources (vendors, consultancies, product teams).
5. Direct review of relevant documents and reports; identify and initiate follow-up actions
6. Identify priorities, problems and issues to be addressed and propose corrective actions
7. Drive prioritization and feasibility discussions, including recording decisions requiring trade-offs
8. Manage scope and decision process around any changes to expected project outcomes, delivery commitments, and/or schedule
9. Ensure end-to-end solution delivery perspective taking into consideration technical components, as well as tangential and relevant processes, training, and communications
10. Develop framework and rigor for governance, decision making, dependency and risk management
11. Communicate in a structured manner across stakeholders and delivery teams, including on progress made and issues and proposed solutions
12. Provide a path toward issue identification and remediation with early escalation and impact analysis
13. Identify resources necessary for delivery, including required subject matter experts for guidance when needed
14. Lead development of and continuous management of project roadmaps, Key Performance Indicators (KPIs) related to project delivery.
15. Exercise due financial diligence of overall project budget, actuals, and forecast and develop a contingency plan
16. Ensure a good cooperation spirit between the different teams and the well-being of the staff assigned to the project.
17. Leverage existing ICT technologies and tools to the extent possible.

Competencies

- **Communication:**
  - High level of effective communication skills and strong people skills.
  - Demonstrates cultural sensitivity and renders unbiased and data-driven interpretation to ensure an accurate exchange of information.
  - Excellent verbal and written communication skills.
  - Strong negotiating and conflict management skills.

- **Teamwork:**
  - Ability to work effectively and harmoniously within a team comprised of members with diverse cultures and professional background.
  - Ability to create and maintain good relationship across different departments and/or organizations.

- **Planning & Organizing:**

- Delivers high quality of work.
- Strong organizational skills to address time and resource constraints.
- Good decision-making ability and attention to details.
- Excellent problem-solving skills, strong attention to details.
- Strong time management and organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.

- **Technology Execution:**
  - Leadership experience in delivering multi-million-dollar enterprise-wide projects through to completion, including all aspects from project definition, resource alignment, governance structure setting through to implementation, go-live activities, adoption, and operationalization.
  - Excellent proactive risk identification and remediation capability.
  - Significant hands-on experience in large Agile implementation processes and tools.
  - Well-versed in the following digital capabilities: data management and data governance, advanced analytics, cybersecurity, solution architecture components, workflows, automation, cloud hosting/migration, UI/UX practices, API development, CRM.
  - Experience in data privacy considerations, local and regional regulatory constraints, non-functional considerations, including but not limited to system performance, latency, scalability, and security
  - Expert in SDLC processes, deliverables, checkpoints and tooling.
  - Vast experience with Agile/Scrum at large scale (i.e. SAFe), Prince2/PMI frameworks, ITIL.

Knowledge and skills

A minimum of 15+ years of demonstrated experience driving large, global, complex projects through to conclusion, and exhibiting the following functional and technical skills:

Essential:
- Experience global, complex enterprise projects with underlying technology delivery.
- Competency in Agile methodology applied at large scale (i.e. SAFe).
- Strength in planning and organization of multiple workstreams.
- Demonstrated communications and change management.
- Facilitation skills and negotiation skills.
- Influencing in matrix environment.
- Creativity/ ability to find innovative solutions.
- Conflict management & cooperation.
- Excellent communication, interpersonal, problem solving skills.
- High-level of English is required (verbal and written).

Desirable:
- Prior Experience with UNFCCC.
- Knowledge of another UN official language would be considered an asset.
- Consulting experience with global consultancy.
- Experience in developing or implementing Virtual Conference Systems and familiarity with current virtual meeting solutions/tools in the market.
- Experience in organizing large Conferences or similar type of events.
- Knowledge of UN intergovernmental processes.
- Service Management qualification, such as ITIL.
- Familiarity with SDLC or similar processes.
- Project Management qualification, such as PRINCE2.
- Familiar with tools like Project Server and Jira.

Education

First Level University Degree or equivalent in a Computer Science, Management or related areas.