



CONSULTANCY
SUSTAINABLE DEVELOPMENT MECHANISMS PROGRAMME

ANNOUNCEMENT NO:	13/CON02/SDM
PUBLICATION/TRANSMISSION DATE:	21 March 2013
DEADLINE FOR APPLICATION:	31 March 2013
CONSULTANCY:	Facilitation of the SDM Programme Annual Staff Retreat on 14-15 May 2013
DURATION OF CONSULTANCY:	Up to 20 working days total (includes days for consultant and associates)
DUTY STATION:	Consultant's home and place of retreat

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the international political process to address climate change. The UNFCCC secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

Within the UNFCCC secretariat, the Sustainable Development Mechanisms (SDM) Programme is coordinating and leading work related to engaging the private sector in climate change mitigation activities through market based approaches, such as the Clean Development Mechanism, and Joint Implementation, and provides support to parties to develop other innovative market based approaches to mitigate climate change and drive sustainable development.

This consultancy is to provide facilitator(s) to prepare and deliver facilitation of the annual SDM all-staff retreat (180 staff).

Objectives

The 2013 retreat builds on both the 2011 and 2012 retreats in that the 2013 retreat is based on the understanding that SDM needs to prepare for the future (outcome from 2012 retreat), but also that an important part of the preparation is to strengthen the team spirit and encourage staff to take on new challenges, exercising flexibility and creativity (outcome from 2011 retreat). The objectives for the 2013 retreat are:

Strengthening and sharing “who we are” – to build knowledge and trust

1. Developing curiosity and getting to know each other('s work) better
2. Understanding and valuing diversity among colleagues
3. Speaking up / believing in yourself /supporting each other

Developing and building “who we could be” – to exercise adaptability/flexibility

1. Learning how to navigate through new worlds/situations
2. Exploring the possibility of new interfaces and roles
3. Creatively building new solutions and ways of working

Establishing “how to get there” – to devise tools to meet challenges

1. Time management
2. Learning to be inclusive and improving ways we communicate

The outcome of the retreat should contribute to several important areas in SDM's staff development effort, including:

- a. Development of SDM values (complementing UN values)
- b. Basis for developing a staff guide “SDM: How we work together”
- c. Increased staff flexibility (in terms of working outside their 'usual' assignments)

- d. Stronger team atmosphere
- e. Improved communication
- f. Improved ability to anticipate and address issues (rather than 'fighting fires')

Role of the facilitator

The consultant(s)/facilitator(s) will be expected to fully carry out the following activities:

- In close consultation with SDM, recommend the approach and strategy for the retreat, and propose related activities.
- Develop the agenda and list of activities for approval by SDM.
- Design and develop a comprehensive two day programme for up to 180 participants/staff at the selected venue, within the framework of the established daily programme.
- Take full responsibility for facilitating the retreat as per the agreed design and programme, including facilitation of parallel sessions if need be.
- Debrief with the SDM after the retreat.
- Prepare and submit a summary report of the retreat

The facilitator(s) is expected to be able to manage and coordinate the on-site delivery of the retreat with a minimum involvement of SDM staff during the retreat itself.

Outputs to be delivered by the facilitator

As part of this assignment, the facilitator shall deliver the following output:

- 2 days preparation and planning with the retreat committee (at least one day in Bonn with a visit to the venue) resulting in agreement on overall strategy and design of retreat. The strategy and design must be summarized in writing by the facilitator, for future reference, including a list of who will do what, and by when. Deadline: 7 April.
- Final draft retreat agenda in written format by 15 April.
- Facilitator guide (detailed agenda, timeline, logistical requirements, roles of the facilitator(s), retreat committee or other staff) in written format by 1 May.
- Facilitation of the 2-day retreat on 14-15 May.
- Final report, submitted to the retreat committee in proof read English, including recommendation for follow-up activities, by 31 May.

Time, location, and travel

The SDM all staff retreat will take place on Tuesday, 14 and Wednesday, 15 May, 2013. The location will nearby Bonn, Germany. A planning meeting will take place at the UNFCCC in April (exact date to be confirmed) in Bonn, Germany prior to the retreat. Travel-related costs will be covered by the UNFCCC in line with the applicable UN rules and regulations.

Requirements and qualification

The consultant(s)/facilitator(s) should possess extensive experience in the design, development and delivery of group training events, and should have relevant experience in facilitating staff development in international organizations is necessary to achieve the above mentioned objectives, in addition to the following characteristics:

- A minimum of 7 years of work experience in facilitation, organizational development, change management, training or related fields.
- Extensive experience in the delivery and facilitation of staff retreats and/or related activities involving large groups, preferably in multicultural environments
- Excellent skills in communications and stakeholder interactions
- Excellent communicator with good command of the English language
- Having a good understanding of the UN system is an advantage

To apply

Candidates whose qualifications and experience match the requirements for this consultancy should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Additional information required with the application:

- On-line applications require the completion of a Personal History Form. Candidates are asked to include under no. 27. "State any other relevant facts" on the form the following information:
 - Name(s) of any co-facilitators
 - Experience and relevant training for facilitating large groups
 - Total cost, including professional fee(s)

- Candidates are also asked to provide via return e-mail upon receipt of automated response confirming receipt of their application the following documentation:
 - References from former organizational clients and/or participants
 - Example (description) of an activity that could be appropriate for this retreat, based on the objectives and outcomes listed above. This example will only be used as part of the selection process, and may or may not be implemented, depending on how the activity fits with the overall final agenda.
 - CV(s) of any co-facilitator that are included in the proposal (please note that this has to be included from the beginning and cannot be added at a later stage after the application is submitted)