



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Action, Partnerships for the Goals

Sector: Communications and Engagement Division, UNFCCC

Duty Stations: Bonn, Germany

Background: **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 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.

II. Supervision

Direct supervisor: Programme Officer, Observers Relations Team, Climate Action and Engagement Unit, Engagement Subdivision, Communications and Engagement Division

Content and methodology of supervision: The JPO will receive regular short-term guidance from the supervisor, through both a planned and an ad hoc setting as needed. Longer term guidance and feedback will be affected through the Performance Appraisal System (PAS). Regular feedback will be provided by the officer on a weekly basis, both to the supervisor and to the team to support short-term planning.

III. Duties and responsibilities

The JPO will work in Observers Relations Team, Climate Action and Engagement Unit, Engagement Subdivision, Communications and Engagement Division.

The Communication and Engagement Division is leading in the development and effective implementation of innovative approaches to enhance the engagement of observer organizations in the UNFCCC intergovernmental process.

Scale and diversity characterize the observer landscape of UNFCCC – no other annual meetings of UN processes attract as many observers as UNFCCC. Their engagement not only contributes to the acceleration of system transformation towards a 1.5-degree climate resilient world, but it also brings legitimacy to the intergovernmental process. Ensuring a meaningful, inclusive, fair and transparent engagement, however, requires a significant amount of consideration and resources given that the observers are so many and so diverse.

Under the supervision of the Programme Officer, Observer Relations Team in the Engagement Team of Climate Action Engagement and Recognition Unit, Communication and Engagement Division, the incumbent will carry out projects relating to observer engagement in the UNFCCC process.

Responsibility:



a) Support observer engagement in UNFCCC process

- a. Help implement guidance from Parties to facilitate effective and meaningful engagement of observer organizations including drafting policy documents on ways to enhance engagement, both in-person and virtual, drawing on practices in other UN bodies and guidance from the Parties as well as latest relevant technologies available;
- b. Prepare statistics and analyses of the collected in relation to observer engagement.
- c. Communicating, including official correspondences, with observer organizations and Parties and other secretariat Divisions and respond to their inquiries/requests related to their activities

b) Plan, manage and coordinate in-session activities for observer engagement in the UNFCCC process using the online systems and liaising with other teams within and outside of the Division;

- a. Ensure Client Relationship Management system and SB/COP platforms meet the needs of observer organizations and their smooth engagement in the UNFCCC process;
- b. Support planning and management of side events and exhibits using the online system (SEORS), conduct selection of side event and exhibit applications and make recommendations of allocations based on relevant inputs including communication with all categories of the applicants;
- c. Ensure timely set up of the in-session activities and verifies eligibility of Parties and observer organizations to engage in those activities. Supervise reassigned secretariat staff and local staff during the sessions and meetings
- d. Liaise with various Programmes within the secretariat as well as the session-related committees who may organize in-session activities to ensure the coherence of messaging;
- e. Provide trouble shooting relating to these activities;
- f. Produce outreach materials to facilitate access to information necessary to complement the arrangements of the Host Country and disseminate the secretariat policies and useful information to participants;
- g. Conduct post-COP survey to evaluate the work of the observer relations team and prepare post-session documents and analysis including policy advice; and
- h. Identify potential areas of cooperation with observer organizations and recommend partnerships that respond to the organization needs.

c) Assess and make recommendations on the applications for admission by the COP to the UNFCCC process in accordance with the Convention and the guidance from Parties;

- a. Provides guidance to applicants on necessary documents and relevant dates and deadlines;
- b. Communicates with applicants on the progress of the review process;
- c. Verifies assessment documents against a set of criteria;
- d. Conducts research on national laws and regulations as necessary;
- e. Seek policy and legal decisions from the management and Legal Affairs on unique cases;

d) Assist in organization of capacity building activities on observer engagement

- a. Draft information products tailored to observer organizations as well as to the general public interested in following the UNFCCC negotiation process as observer organizations;
- b. Enhance and diversify ways to communicate with observer organizations on requirements surrounding participation in the process, including addressing important security issues of access, drawing on practices in other UN bodies;
- c. Monitor, analyze and review the current use of web-portal and identify problems and issues to be addressed and recommend improvements; and
- d. Implement relevant proposals in coordination with relevant in-house teams.
- e. Ensure accurate announcement of activities on various official information channels;



IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in economics, environmental economics, environmental science, engineering, business administration, international affairs, social science or a related discipline is required.

At least two years of relevant work experience. Good understanding of climate change issues.

Fluency in oral and written English is required. Work knowledge of another UN official languages is an asset.

V. Training components and learning elements

The JPO will be encouraged to undertake in-house training in the UNFCCC substantive mandate and skills and tasks that are necessary for the effective execution of their responsibilities at UNFCCC and that support their future career. These may include computer skills, supervisory skills, interviewing skills, team-building training.

Upon completion of the assignment the Junior Professional Officer will:

- Have acquired experience and skills related to stakeholder engagement that is the largest in scale and the most diverse in representation within the UN system
- Have knowledges related to procedural aspects of observer engagement in different constituted bodies in the UNFCCC process.
- Have become well-versed other necessary skills that are required, including policy development, negotiation support on the process aspect of the UNFCCC, strategic partnerships, trust building and relationship management.
- If applicable, as much as possible, the secretariat will also ensure that the JPOs will support the team at the international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs).

Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will also be provided rich resources of a self-learning exercise, under the guidance of the supervisor and colleagues, to attain the necessary knowledge and level of information to perform JPO functions effectively.