

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Associate Knowledge Management and Training Officer

Office/division/MEA: Ecosystem Division, Nature for Climate Branch

Unit: Climate Finance Unit

Location: Geneva

Duration: 3 years

### **Background information on UN Environment Programme and the requesting Unit**

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UNEP's Ecosystems Division supports countries in conserving, restoring and sustainably managing their terrestrial, freshwater and marine ecosystems, the biodiversity they contain and the products and services they provide for human well-being and prosperity. It addresses the environmental causes and consequences of disasters and conflicts. It helps countries reduce pollution from land-based activities, increase resilience to climate change and reflect linkages between poverty and the environment in their development planning.

Located within the Ecosystem Division, the Nature for Climate Branch deals with two of the three key thematic areas in UNEP's new Mid-term Strategy – Nature and Climate Change. The Branch has 3 different units, including the Climate Change Adaptation Unit, the Climate Mitigation Unit and the Climate Finance Unit. In addition, the Branch leads the UN Decade on Ecosystem Restoration.

The Climate Finance Unit (CFU) manages a range of projects aimed at proactively catalyzing public and private finance to nature- and climate- positive land, mostly related to shifting the way food and non-food commodities are being produced and finance, as well as catalyzing investment in sustainable forest management and restoration of degraded land. The Unit does this through a 3-tiered approach consisting first of all of creating 'proof-of-concept' how to catalyse private investment towards sustainable land use through initiatives such as the AGRI3 Fund, &Green Fund, and the Restoration Seed Capital Facility. Second, it aims to creating scale by seeking more finance institutions, consumer goods companies, traders and agribusinesses commit to changes business practices. The GEF Green Finance for Sustainable Landscapes and the Innovative Finance for the Amazon, Chaco and Cerrado are examples of projects in this area. And third, it aims to ultimately make sustainable land use the 'norm'. Reform of forest and especially agricultural fiscal reform will be key to making that happen, as well as tracking investment into nature through the State of Finance for Nature work.

### ***Why is the Junior Professional Officer requested/needed?***

Investment opportunities that provide measurable biodiversity benefits and social impact to participating communities, while delivering at-scale financial returns for investors are necessary to deliver the volume of investment needed to address the scale of conservation and restoration challenges. But experience to date with private finance in conservation and restoration indicates that overall investment volumes have been small, and the knowledge required to build scalable investment products is dispersed. As a result, the knowledge needed to unlock sizable sources of private capital in agroforestry, restoration management, and conservation agriculture are still missing pieces of the puzzle.

Through the work of UNEP Climate Finance Unit, we have learned that unlocking private investments in these markets are composed of a tight and complex financial and non-financial component, such as capacity and regulatory constraints. For private financial transactions to occur, it requires a series of “tipping points” that can only be triggered by collective intelligence through concerted and systematic effort focused on creating improved knowledge.

### ***Supervision***

The Junior Professional Officer will be under the overall supervision of Mr. Ivo Mulder, Head of the Climate Finance Unit of the Ecosystem Division, and report directly to Mr. Ivo Mulder.

### ***Content and methodology of the supervision***

The Junior Professional Officer will work across different teams of the unit on various projects and engage collaboration with a range of internal and external partners and stakeholders. The Junior Professional Officer’s performance appraisal will take place twice a year: a mid-term review and a final review in October and March respectively. This also entails the assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives (see training and learning elements), guidance to be provided in development of the work plan and project implementation.

General objectives, desired results and anticipated problems are discussed beforehand with the Junior Professional Officer. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The Junior Professional Officer is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

First appraising officer: Mr. Ivo Mulder

Title second appraising officer: Head of Unit

Unit second appraising officer: Climate Finance Unit

Location second appraising officer: Geneva

Second appraising officer: Ms. Zhengzheng Qu  
Title first appraising officer: Programme Management Officer  
Unit first appraising officer: Climate Finance Unit  
Location first appraising officer: Nairobi

### ***Duties, responsibilities and output expectations***

#### *Terms of reference*

Under the overall supervision of the Head of the Climate Finance Unit and the day-to-day collaboration of the CFU Communications and Knowledge Management officer, the Junior Professional Officer will be expected to engagement with colleagues across UNEP divisions and branches as well as external partners on a variety of matters. The incumbent will be engaged in both technical and strategic matters. He/she will also be gaining working experiences and knowledge in a range of topics related to climate change, global environmental agendas, sustainable finance, and inter-governmental processes.

The Junior Professional Officer, in consultation with relevant reporting officers, will be responsible for:

1. Strengthen a global network of practitioners to advance the knowledge agenda at the global, regional and national level.

Support with the coordination of working groups through communities of practitioners (composed of donors; impact investors; MDBs; Banks, public finance institutions; philanthropic foundations, etc.) tasked to formulate a new generation of investment models that can support public and private interventions.

Organize regional and global exchange knowledge events

2. Support in identifying critical gaps and challenges to devise investment solutions to be implemented in selected countries

Research on the local conditions such as macro-economic, political, institutional, biodiversity/biomes

Identify key enablers to boost resilience and financing in selected countries, ideas to attract financing leveraging economies of scale, and a network of entities already working in-country

3. Support with developing guidance and tools that create greater awareness, alignment, and coherence in the financing ecosystem to increase adoption of best practices and improve ability to deliver investments

Create toolbox that align country priorities and private sector incentives

Develop practical guides and trainings for finance actors to invest more into in-country investment pipelines

4. Scale the level of action towards accelerating sustainable land use investments in selected countries to transition into greener, more sustainable, and resilient economies

Contribute to advocate and communicate national efforts at targeted events

### **Output expectations**

1. Support in organizing 1 global and 3 regional events
2. Contribute to the development of a training programme on sustainable finance and nature
3. Deliver 2-3 progress and impact reports
4. Support in coordinating 5 working groups that will be gathered virtually through monthly webinars
5. Provide inputs to 2-3 knowledge products and communication materials (investments and business cases, newsletters, news items and website maintenance).

### ***Travel***

Travel related to projects and studies that the JPO will be involved in are as follows:

Missions and costs of travel envisaged during first year of assignment

- Visit to UNEP Nairobi Office USD 3,000
- Global or regional outreach events USD 1,000
- Visit to supporting countries USD 5,000

Missions and costs of travel envisaged during second year of assignment

- Global or regional outreach events USD 1,000
- Visit to supporting countries USD 5,000

Missions and costs of travel envisaged during third year of assignment

- Global or regional outreach events USD 1,000
- Visit to supporting countries USD 5,000

### ***Training and Learning Elements***

#### ***Training***

Junior Professional Officer should be able to choose a variety of training courses provided by the UN Office in Nairobi. Among others, the following courses are advised:

- UN official language courses (choice of 6 UN official language)
- Presentation skills
- Project management skills
- Facilitation skills
- UN Institute for Training and Research Webinar on Climate Change or any other interested subject matters

*Learning elements:*

After one year the Junior Professional Officer is able to: understand the overall landscape of climate finance and how private sector can play a role; gain better knowledge of challenges and opportunities of blended finance in climate projects; contribute to project progress reporting and project management activities, understand UN rules and regulations and how UN system functions; provide inputs and edits support to newsletters, knowledge products and reports.

After two and three years the Junior Professional Officer is able to: develop a knowledge management and training project in collaboration with internal and external partners; communicate and engage with external stakeholders on matters related to blended finance, strategic thinking around projects strategy, climate finance and private sector engagement, manage projects implementation from both substantive side and financial and operational side; monitor progress in solving problems; and formulate remedial action proposals.

***Qualifications and experience***

*Qualifications*

A first level university degree in business administration, management, economics or related field is required.

*Skills*

- Excellent drafting and presentation skills;
- Exceptional analytical and problem solving skills;
- Experience engaging with client customers at diverse levels

*Working experience*

- A minimum of two (2) years of progressively responsible experience in project/programme management, administration or related area is required.
- Experience in information and knowledge management is desirable.
- Experience in environment programmes is desirable.
- Experience in international organizations is desirable.

## ***Competencies***

*Professionalism:* Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or another specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

*Communication:* Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

*Planning and organizing:* Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## ***Living conditions at duty station***

Geneva: Class A duty station