

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Climate-Resilient Food and Ecosystems Junior Professional Officer (JPO)
Unit: Climate Change Adaptation Unit, Nature for Climate Branch, Ecosystems Division
Location: Nairobi, Kenya
Duration: 3 years with one-year extension (4th year) subject to funding

Background information on UNEP 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 [Medium-Term Strategy](#) (MTS) and climate change sub-programme prioritises support to government and non-government development partners to ensure that development plans and actions are compatible with the long-term mitigation and resilience goals of the Paris Agreement. Within the MTS 'Climate Action' and 'Living in Harmony with Nature' are two of three strategic priorities (the other being a pollution-free planet) and the approach is underpinned by science; and environmental law and governance and facilitated by financial and economic transformation; and digital transformation. The MTS also commits UNEP to focus particularly on supporting adaptation in "*the countries that are most vulnerable and most in need, such as disaster- and conflict- affected countries.*"

UNEP's Ecosystems Division works with international, regional, and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. UNEP adaptation policy and advocacy initiatives enhances the implementation of the UN Framework Convention on Climate Change (UNFCCC) and Paris Agreement decisions including, for example, co-hosting the Climate Technology Center and Network (CTCN), supporting developing countries on their National Communications, National Adaptation Plans (NAPs), and Nationally Determined Contributions.

This JPO role will be located in the Climate Change Adaptation Unit (CCAU) of the Ecosystems Division at the Nairobi headquarters duty station. The CCAU aims to enhance capacity building, technology, and finance in support of the Paris Agreement to accelerate adaptation efforts to close the financing and implementation gap on adaptation, aligned to outcomes of the MTS and Global Goal on Adaptation. Building on UNEP's mandates, experience, and strength, CCAU seeks to build stronger partnership within governments, the UN, with technical agencies, civil society, with universities and with the private sector to invest in adaptation. The CCAU provides technical experience, networks, and outreach, which will contribute substantially to the cost-effectiveness of the programme approach through extensive dissemination and up-scaling of Programme results and outcomes. UNEP hosts the secretariat of the Global Adaptation Network (GAN) that brings together a strong global platform of international partners including regional

networks and global alliances, government partners, donors, local NGOs, faith-based organisations, UN country teams and UN Agencies and Programmes. The JPO, as part of the CCAU, will work across UNEP's relevant divisions and regional offices and engage with international/regional partners and stakeholders. UNEP is also committed to accelerating action through its Sustainable Food Systems programme of activities and actively supports action tracks developed at the Food Systems Summit (FSS) that aim to raise awareness as well as catalyse action at local, regional, and international levels. UNEP leads Climate Resilient Food Systems (CRFS) Alliance as a core group member aiming to accelerate action towards climate resilient, sustainable, equitable and inclusive food systems in a coherent manner. The UNFCCC Secretariat has assumed initial coordination of the CRFS Alliance.

Why is the Junior Professional Officer requested/needed?

UNEP's adaptation project portfolio is growing globally and there is therefore the need to increase the staffing complement of the CCAU. Through the MTS, UNEP will support and catalyse adaptation investments globally amounting to 10% of the Paris Agreement target of \$100 billion/a. Active programming in UNEP stands at: \$350M. With current pipelines, another \$350M possible within the next MTS period, making a total of \$700M. Using UNEP's advocacy and programming platform, the CCAU aims to multiply these investments by 15 times per annum, bringing the total investment over the next MTS period to 10 bn/a. To support the ambition of member states on climate action, the JPO role will contribute efforts on establishing and enhancing partnerships that advance the UNEP mandate, as well as communication and advocacy.

Though an improved coordination, UNEP can enhance its policy engagement with the Adaptation Committee, Nairobi Work Programme, NetZero Alliances (hosted by UNEP), Warsaw International Mechanism on Loss and Damage and the CRFS to promote the environmental dimension. Work under CRFS Alliance is projected to increase to support member states implement FSS priorities, with UNEP facilitating gathering of evidence, funding, and implementation in close coordination with Sustainable Food Systems programme coordinated by the Biodiversity and Land Branch, hence requiring additional staff and resources.

The JPO will further strengthen the Unit's programmatic linkages to Science Division's World Adaptation Science Programme, host of technical assessments, and other programmatic linkages with other units such as Economy and Law Divisions. UNEP needs to step up its policy, advocacy, and normative function regarding adaptation, and the JPO will focus on strengthening the use of combination of science-policy analysis (e.g., World Adaptation Science Programme, flagship and Spotlight Publications, policy briefs etc), monitoring, policy development, communications, advocacy, drawing lessons and practices from UNEP's programming experience in countries. This will help multiplying adaptation investments through improved messaging, evidence base for policies and advance partnerships/networks on action at the global, national, and sub-national level.

Finally, UNEP's work needs to influence government policies, legislation, plans and budgets, practices of private companies, inter-governmental organisations, multilateral institutions and non-government organisations to ensure they adequately respond to climate change. The JPO

role will contribute to UNEP's partnerships with existing and new networks (e.g. Global Adaptation Network, FEBBA, FSS Alliances, EPIC-N, Alliance for Hydromet Development, Faith-based NGOs etc) in collaboration with partners, allies and governments to influence these organisations, communicating experiences of frontline communities, inclusive of women, children, people living with disabilities and elderly.

Supervision

The JPO - Climate Change Adaptation Planning will be supervised by the Global Coordinator – Adaptation Policy and Partnerships (P4). The JPO will be an integral team member of the CCAU and will work closely with Unit colleagues in Nairobi and in outposted regional and country offices. Furthermore, the JPO and the CCAU are part of the Nature for Climate Branch based in Nairobi supporting UN Environment Assembly Resolution on Nature-based Solutions.

The JPO performance appraisal process will be fully integrated in UNEP's E-Performance system. An annual workplan will be prepared in close consultation with the 1st reporting officer prior the start of the annual period and performance will be reviewed and discussed on a six-monthly basis.

Content and methodology of the supervision

The JPO will be a member of the Climate Change Adaptation Unit based in Nature for Climate Branch of the Ecosystems Division. The CCAU comprises of a core team of fifteen staff based in Nairobi, with additional outposted programme officers in UNEP offices in Panama City, Bangkok, Nairobi, Paris, and Washington DC. The JPO will therefore be fully incorporated within the Adaptation Unit Team comprising of currently 10 fulltime staff in Nairobi, in addition to working indirectly with regional teams based in Bangkok, Panama, Vienna and Beirut.

The JPO will be assigned annual individual workplan objectives and targets and that are part of the Unit's annual workplan and budget fully. The workplan objectives and targets will feature in the JPO E-performance system that is part of UN's INSPIRA information management system. The 1st and 2nd Reporting Officers will conduct regular performance discussions (minimum 6 monthly) to assess progress, make amendments where necessary and recommendations for further staff development and/or responsibilities. This is a two-way process and aims to support and motivate staff performance as the E-performance system includes the setting of personal development objectives and targets. The supervision arrangements are also supplemented by regular work meetings and discussions on specific workplan objectives and targets.

First appraising officer: Dr. Alvin Chandra

Title first appraising officer: Global Coordinator – Adaptation Policy and Partnerships

Unit first appraising officer: Climate Change Adaptation Unit, Nature for Climate Branch, Ecosystems Division

Location first appraising officer: Nairobi

Second appraising officer: Ms Jessica Troni

Title second appraising officer: Head of Unit,

Unit second appraising officer: Climate Change Adaptation Unit, Nature for Climate Branch, Ecosystems Division

Location second appraising officer: Nairobi

Duties, responsibilities, and output expectations

Terms of reference

Under the direct supervision of the Global Coordinator – Adaptation Policy, the JPO will be responsible for the following duties:

1. Supports implementation of climate resilient food systems and ecosystem-based programmes and approaches in countries;
2. Supports the implementation of the work programme of the secretariat of UNEP's Global Adaptation Network, including the organisation of steering committee meetings, preparation of presentations, documents, and progress reports;
3. Supports strategic engagements with national and local governments, universities, private sector, and government agencies across relevant sectors including agriculture and food systems, health, banking, economy, water, and education, using a combination of science-policy analysis, at global, regional, (sub-)national and local levels.
4. Strengthens the linkages between the Global EbA portfolio, the CCAU adaptation projects at country level and UNFCCC adaptation policy processes;
5. Supports the development of policy briefings, best practice and lessons learned on science-policy linkages, ecosystem-based adaptation, and nature-based solutions;
6. Performs other duties as required.

Output expectations

The output expectations from the JPO by the end of their assignment will include:

- Preparation of climate-resilient food systems alliance country diagnostic analysis and funding plan;
- Preparation of a cross-Divisional monitoring strategy to strengthen linkages between influencing initiatives, adaptation policy and programmatic contributions;
- Annual engagement plans/messages for UNFCCC related events such as COPs, Loss and Damage related meetings and Subsidiary Bodies;
- Three annual GAN steering committee and alliance meeting briefs and reports;
- Delivery of three collaborative outputs developed to benefit adaptation programming which should include at least one joint product with the Science Division;
- A series of Technical Briefing Notes, Terms of Reference for consultants on achievements, best practice and lessons learned from UNEP's portfolio of Ecosystem and which collectively contribute to documenting best practices, lessons, and evidence on transboundary climate risks.
- Preparation of two sets of Programme of Work bi-annual reports;

- Preparation of annual workplan, procurement plan, progress reports and financial expenditure reports for 2 adaptation projects and review of technical reports prepared by the projects;

Travel

It is expected that the JPO will be required to travel during the period of his/her placement. For instance, to participate in adaptation policy meetings organized by partners such as GAN regional partners, Climate-Resilient Food Systems Alliance, and the UNFCCC, which will be inputs into the delivery of the outputs noted above, and to technical workshops as part of Global Goal on Adaptation and Loss and Damage.

Training and Learning Elements

The JPO will benefit from on-the-job training as part of the Climate Change Adaptation Unit and the wider engagement with the Nature for Climate Branch in the Ecosystems Division in Nairobi for a wide range of tasks ranging from strategic programme design; communication; relationship building, reporting and programme management. The JPO will be supported and mentored by the Global Coordinator – Adaptation Policy and the Head of the Climate Change Adaptation Unit.

The E-Performance process of UNEP requires professional development annual objectives and targets that aim to strengthen the capacity of staff to undertake their assignments. The JPO will be encouraged to strengthen their capacity through participation in online short climate change adaptation training courses and making use of UN training resources.

The UN Office at Nairobi (UNON) provides language training in all official UN-languages plus Kiswahili as well as trainings in competency-based interviewing skills, results-based management, and project management among others. These trainings will be open to the JPO. However, participation on a course cannot be guaranteed as limited places are available.

The supervisor and JPO will discuss and agree on specific professional development plan, training needs and opportunities (for example in relation to project development and management).

Learning elements:

After one year the JPO is able to:

- Draft quality reports, policy briefs and strategic engagement documents and communication materials in climate-resilient food and ecosystem-based adaptation.
- Think strategically within the framework on UN organisations and prepare strategic planning documents;
- Apply a gender sensitive approach to knowledge product and public education for diversity of perspectives and approaches
- Establish working relationships with other UN agencies, donors and technical teams;

- Understand the administrative and accountability processes behind programme management;
- Understand the accountability processes behind the Programme of Work and MTS related reporting.
- Understand the programmatic challenges and opportunities for country-level adaptation planning and integration of ecosystem-based adaptation and nature-based solutions into national development policy, planning, budgeting, financing, and monitoring processes.

After two years the JPO is able to:

- Work collaboratively with UN agencies and strategic alliances;
- Support adaptation reporting (National Adaptation Plans, national communications and other UNFCCC adaptation reporting requirements) both internally and with member states.
- Engage in science-policy interface in adaptation policies, legislation and planning.
- Use gender analysis and convincing gender arguments based on reliable sources and qualitative and quantitative data including sex disaggregated data to support adaptation investments.
- Understand, research, analyse and communicate best practices and lesson learned from national adaptation planning processes, drawn from the Unit's project portfolio and from engagement with regional and global networks on climate change adaptation and stakeholders.
- Knowledge of professional networks important to adaptation and understand how to harness these processes in developing normative products;
- Draft project reports in line with UN Rules and Regulations.
- Have a thorough understanding of UN rules and regulations, including understanding and experience with UN's support to the Sustainable Development Goals (SDGs), Paris Agreement Global Goal on Adaptation, UNFCCC, UNCBD Global Biodiversity Framework, the UN Decade on Ecosystem Restoration, and their financing opportunities (e.g., Addis Ababa Action Agenda), and the UN Delivering as One initiative.
- Coordinate the delivery of technical advice, including preparation of briefing notes, guidance notes and reports, in support of integrated approaches for adaptation planning focused on science-policy linkages including ecosystem-based adaptation and nature-based solutions.

Qualifications and experience

Qualifications:

- Post-graduate university degree in Climate Change, Environment Studies, Environmental Policy/Law, Natural Resources Management, or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Working Experience:

- At least 4 years of professional work experience at the national and/or international level in climate change adaptation or other closely relevant programmes. Working experience with the UN or other international development organization would be an asset.
- Experience in programme design and management in developing countries is desirable.

Languages:

- English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required.

Competencies

- Professionalism: demonstrated understanding of operations relevant to United Nations Environment Programme; technical capabilities or knowledge relevant or transferrable to United Nations Environment Programme procedures and rules; discretion, political sensitivity, and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Living conditions at duty station

The UN classifies Nairobi as class B duty station, entitling UN staff to bi-annual home leave. Nairobi enjoys good living conditions for a developing country in Africa. Comprehensive security advice and support is provided upon arrival.