

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title:	GEF Climate Mitigation Junior Strategy Officer
Office/Division/MEA Unit	Climate Change Division/Mitigation Branch Climate Change Mitigation Unit
Location	Paris, France
Duration	2 years

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme (UNEP) is the leading global environmental authority. It 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. This consultancy is in UNEP's Industry and Economy Division, Mitigation Branch, Climate Change Mitigation Unit.

The Climate Change Mitigation Unit manages a portfolio of Global Environment Facility (GEF) climate change mitigation projects in developing countries throughout the world. The projects, which are in various stages of development (concept, design, implementation, closure), are executed by different partners (Ministries, NGOs, etc.). The Unit, in its role as GEF agency, provides project oversight and ensures adherence to GEF and UNEP guidelines.

The Climate Change Mitigation Unit works with the GEF to fulfil the UNFCCC mandate in developing countries. Through investments from the GEF to the recipient countries, the Unit is instrumental in implementing projects with national governments that address the issues of policy, regulatory approaches, financial mechanisms, institutional capacity, innovation, private sector engagement, international cooperation and information dissemination. These are pivotal for addressing climate mitigation issues across different sectors.

The GEF projects, which are aligned to country national climate strategies such as their periodic national communication reports, national energy and environmental agendas and more recently the national determined contributions, are collectively contributing to the global 2050 net zero emissions target. The key thematic areas of these projects are renewable energy, energy efficiency, green financing, enabling activities, transparency and global impact programs in cities and mobility.

Through its expertise and regional presence in Africa, Asia, Europe, and Latin America and the Caribbean, the Climate Change Mitigation Unit together with UNEP initiatives are working closely with governments and diverse partners to implement a portfolio of USD 280 million worth of GEF investments to foster global environmental benefits in the fight against climate change. This involves 96 active projects in 109 countries.

Why is the Junior Professional Officer requested/needed?

The world is facing a triple planetary crisis of climate change, nature and biodiversity loss, and contamination and waste. And these issues are interlinked; for example climate change is one of the key drivers of biodiversity decline. To address these challenges and achieve the objectives of the Paris Agreement and the targets of the Kunming-Montreal Global Biodiversity Framework, it is essential that countries accelerate efforts to achieve net-zero economies, in a way which is positive for nature.

As the environmental challenges that the world and countries face grow, there is an ever-growing need to be more impactful and strategic with the limited resources available to stimulate the needed transition to a net-zero nature-positive future. Multilateral strategic thinking and planning, and the consequent implementation of such strategic plans through aligned projects and investments, is key in this regard.

The Junior Professional Officer is requested to lead the development and implementation of internal strategies related to UNEP's GEF climate mitigation programming. Through the development of these strategies and subsequent implementation, the aim is for UNEP and GEF to enhance the impact and effectiveness of its climate finance programming, triggering through strategic investments net-zero nature-positive transitions in developing countries at scale. The Junior Professional Officer will also develop new climate change mitigation projects aligned with this strategy, and supervise existing GEF mitigation projects under implementation.

The Junior Professional Officer is requested for a two-year period.

Supervision

The Head of the Climate Change Mitigation Unit will directly supervise the Junior Professional Officer. The Junior Professional Officer will use the e-performance system, preparing an annual workplan and being appraised by the Head of Unit as the first reporting officer. The second reporting officer will be the Chief of the Mitigation Branch.

Content and methodology of the supervision

The Junior Professional Officer will be integrated into an existing team of the unit, consisting of programme and financial officers, working on unit strategy and management issues. The team meets weekly through fixed coordination meetings and also holds additional meetings to focus on specific topics.

Supervision activities will include:

- First day: giving the Junior Professional Officer a 26-page welcome pack document describing UNEP, the GEF, the institutional structure, the team, work flows, etc. Presentation to the office groups, office building and desk.
- Hybrid welcome meeting, including presential and online colleagues from all regional and country offices
- Formal presentation/introduction of the Junior Professional Officer to the Branch Chief, Division Deputy Director and Division Director.

- Development of a e-performance plan for year one (and subsequently year two), including professional development and learning plan and proposed travel calendar. In this meeting the Junior Professional Officer will discuss with the First Reporting Officer the General objectives, desired results and anticipated problems related to the position.
- Minimum monthly one-on-one meetings with the First Reporting Officer to discuss performance, development and training, and job satisfaction, as well as semesterly detailed (1.5 hour) appraisal meetings at mid-term and end of workplan.
- Execution of workplan activities: the incumbent will perform the duties under the supervision of the First Reporting Officer and to consult with this person on issues of policy or other sensitive matters. The final results of each set of activities will be reviewed by the First Reporting Officer with regards to attainment of objectives and quality of work.
- Annual presentation by the Junior Professional Officer to the Unit on achievements, experiences, good practices and lessons learned related to implementing the workplan.

First appraising officer: Mr. Asher John Lessels

Title first appraising officer: Officer in Charge (Head, a.i.)

Unit first appraising officer: Climate Change Mitigation Unit

Location first appraising officer: Brasilia, Brazil

Second appraising officer: Ms. Ruth Zugman do Coutto

Title second appraising officer: Officer in Charge (Chief, a.i.)

Unit second appraising officer: Mitigation Branch

Location second appraising officer: Paris, France

Duties, responsibilities and output expectations

Terms of reference

Strategic Development

- Lead a strategic planning exercise to develop a draft UNEP GEF-9 climate mitigation strategy aligned with UNEP's mid-term strategy, programme of work and Decarbonization Programme Coordination Project (PCP). The strategy will be based on an inclusive consultative process and draw upon a mapping of cross-division and cross-focal point collaboration for integrated solutions, identification of key impact countries and development of an action plan.
- As part of the strategic planning exercise, undertake missions to hold regional consultations in the UNEP regional offices in Africa, Asia and the Pacific, Eastern Europe and Latin America and the Caribbean.
- Support the strategy's implementation by drafting annual Unit workplans aligned with the strategy.

Project identification and development

- Conceive and develop new climate change mitigation projects/proposals aligned with the strategy

- identify and develop new portfolio of new climate change concepts based on the expressed needs of countries and relevant intergovernmental decisions.
- Liaise with internal and external partners in doing so.
- Discuss and clear such concepts with the supervisor and Senior Programme Officer;
- Consult with UN Environment divisions and regional offices;

Supervision of project implementation

- Participate in project inception meetings and Steering Committee meetings to ensure readiness, sound and timely project implementation;
- Monitor project progress and performance and troubleshooting projects at risk. I
- Inform management of any significant risks or project problems and taking action and following up on decisions made;
- Analyze the quality of the projects outputs and coordinating support to improve their quality when necessary;
- Provide oversight to project execution and in doing so ensuring that all UN Environment and GEF criteria rules and regulations are adhered to by project partners;
- Monitor reporting by project executing partners and providing prompt feedback on the contents of the report and consolidating progress reports, terminal reports and participate in evaluation for projects;
- Maintain adequate project-related documentation;
- Apply adaptive management principles to the supervision of the project;
- Prepare project supervision plans for all projects under his/her portfolio for their entire duration and periodically updates them;

Output expectations

- Draft UNEP GEF-9 climate mitigation strategy aligned with UNEP's mid-term strategy, programme of work and Decarbonization PCP. The strategy will be based on an inclusive consultative process and draw upon a mapping of cross-division and cross-focal point collaboration for integrated solutions, identification of key impact countries and development of an action plan.
- Draft annual unit plans for implementing the strategy.
- 4 mission reports of regional consultations undertaken on the strategy
- 4 project documents (GEF CEO endorsement documents) of developed climate mitigation projects on issues related low-emission development including net-zero nature-positive accelerator, electric mobility, sustainable cities and climate transparency.
- 2 annual reports on biweekly supervision for a year of two GEF climate mitigation projects in regions including Eastern Europe, Africa, Latin America and the Caribbean, and Asia and the Pacific.

Travel

Missions and costs of travel envisaged during first year of assignment

- Regional strategy consultations on GEF-9 climate mitigation with UNEP colleagues in Africa (Kenya, USD 4,000)

- Regional strategy consultations on GEF-9 climate mitigation with UNEP colleagues in Asia (Bangkok, USD 4,000)

Missions and costs of travel envisaged during second year of assignment

- Regional strategy consultations on GEF-9 climate mitigation with UNEP colleagues in Eastern Europe (Paris, USD 4,000)
- Regional strategy consultations on GEF-9 climate mitigation with UNEP colleagues in Latin America and the Caribbean (Panama or Brasilia, USD 4,000)

Training and Learning Elements

Training

The Junior Professional Officer will undertake training on, inter alia, the following:

- Climate finance through the Global Environment Facility Academy, including modules on:
 - o Gender and the Environment
 - o Introduction to the GEF
 - o GEF results framework
- Strategic planning, including through engagement with the United Nations Strategic Planning Network
- Performance appraisal training
- On the job training on GEF project development and implementing agency supervision, including with regards to:
 - o Problem tree and theory of change
 - o SMART deliverables, outputs and indicators
 - o Identifying project risks
 - o Gender action plan development
 - o Climate mitigation project pilot development, in areas such as electric mobility, energy efficiency and sustainable cities

Learning elements:

After one year the Junior Professional Officer is able to:

- Undertake stakeholder consultations in the Africa and Asia and the Pacific regions
- Describe UNEP and GEF programmatic priorities in detail
- Describe the global multilateral climate finance architecture and national and regional mechanisms for translating climate finance into concrete action on the ground.

After two years the Junior Professional Officer is able to:

- Prepare a detailed strategic plan, including as related to vision, mission, SWOT analysis, goals, action plans, and budget requirements.
- Prepare detailed 200+ page GEF project documents, including description of project outcomes, outputs and deliverables, budget and workplan
- Undertake stakeholder consultations in Latin America and the Caribbean and Eastern Europe
- Describe experiences, good practices and lessons learned in supporting developing countries to implement their NDCs through multilateral climate finance instruments.

In addition, after two years the Junior Professional Office will have:

- Strong knowledge of the UN system
- A network of contacts in and outside the UN system,
- A deepened understanding of working in a multicultural work-environment,
- Strong familiarity with United Nations, UNEP and GEF rules and regulations.
- Improved writing skills.

Qualifications and experience

Education: Advanced university degree (Master's degree or equivalent) in climate mitigation, climate finance, energy, management, development, economics or law. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: At least 4 years at the national level, or 2 years at the international level in managing or developing climate mitigation projects in developing countries is required.

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: Knowledge of the UN system and familiarity with the GEF is an advantage. Develop new concepts and projects for GEF funding and supervise an existing portfolio of projects under implementation. Knowledge and practical involvement with developing and implementing solutions to mitigate climate change. Ability to undertake desk research and draft project proposals. Ability to consult and build consensus around project ideas. Ability to apply judgment in the context of assignment given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; 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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to clients

Living conditions at duty station

Normal living conditions for developed country in Europe (Paris, France).