



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change

Sector: UNFCCC, Transparency Division, MRV/ETF Reporting and Review, BR/NC unit

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: Team Lead, Biennial Reports/National Communication Unit, Measurement Reporting Verification (MRV)/Enhanced Transparency Framework (ETF) Reporting and Review Subdivision, Transparency Division. Staff members of the unit will provide guidance and support.

Content and methodology of supervision: The JPO will receive regular 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. Regular feedback will be provided by the assigned officers for particular tasks on a weekly basis, both to the supervisor and to the team to support short-term planning.

III. Duties and responsibilities

The JPO will support the MRV/ETF Reporting and Review Subdivision in achieving its goals, the purpose of which, among others, is to support all Parties in the implementation of reporting and review under the ETF, including the reviews and analysis of Biennial Transparency Reports (BTR) and overall coordination of negotiations on ETF.

Responsibility:

1. **Support analytical and methodological work** of climate information reported by Parties in their BTRs:
 - a. Collecting information reported in Parties' BTRs¹; BTRs are reports to be submitted by all Parties on how they implement the Paris Agreement on mitigation, adaptation, financial, technological and capacity building support and greenhouse gas inventory preparation. These reports also show how the Parties progress toward meeting their National Determined Contribution targets.
 - b. Analyzing information reported by Parties in their BTRs, drawing conclusions on the statistical analysis and observed data trends;

¹ Information [on Biennial Transparency Reports](#) are available on the UNFCCC website.



- c. Providing analytical inputs to the annual BTR Compilation and Synthesis report²;
 - d. Preparing communication products on the annual BTR Compilation and Synthesis report³;
 - e. Analyzing Parties' reporting on their Tracking Progress towards NDC and providing inputs to the Knowledge Hub;
2. **Provide technical support in the development of analytical tools**, templates, and technical guidance used in the review/technical analyses processes; collaborate in keeping internal and external databases of Party-reported information updated. Analyzing outcomes of BTR reviews and providing inputs to the Review Guidance for BTR technical review experts.
3. **Support the intergovernmental negotiation process** on the implementation of MRV under the Convention as well as ETF under the Paris Agreement, in particular on the Facilitative Multilateral Consideration of Progress.
4. **Support coordination of reviews of Parties BTRs** by:
 - a. Analyzing information reported in the submissions;
 - b. Tailoring the review tools to a particular Party under the review;
 - c. Supporting the technical expert reviewers in understanding the review tools, the review practice and in drafting the technical expert review report.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental science, economics, engineering, development studies or a related discipline, or a related discipline is required. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

At least two years of relevant work experience such as in data management, data analysis, information analysis and presentation or comparable experience with the preparation and processing of complex technical information. Good understanding of climate change and sustainable development 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 UN in-house training **on UN culture, values and operations** that support his or her future career. These may include for example trainings on security, gender, stress management, multicultural integrity, interviewing skills and team-building.

On transparency related topics, the JPN will be encourage to undertake [training programme for BTR technical reviewers](#) that is necessary to understand the BTR reporting mandates, requirements and review procedures.

² For reference to the similar reports, please see the latest [BR5 compilation and synthesis report](#).

³ For reference to similar communication products please see the [executive summary of the BR 4th compilation and synthesis report](#) and its [promotional video](#).



United Nations
Framework Convention on
Climate Change



**SUSTAINABLE
DEVELOPMENT GOALS**
17 GOALS TO TRANSFORM OUR WORLD

Upon completion of the assignment the JPO will:

- a) Possess knowledge on most recent authoritative climate change data including on mitigation, adaptation, means of implementation;
- b) Demonstrate transferable skills in data analysis and information presentation as well as in development, maintenance and enhancement of analytical tools, templates and data bases;
- c) Understand UNFCCC Enhanced Transparency Framework requirements and how these requirements have been implemented in the countries and in the UNFCCC secretariat;
- d) Gather experience in working in multicultural international teams;
- e) Gather insights in the operations of the intergovernmental organizations.

Mentoring on the specific substantive aspects of the incumbent's work will be provided by the staff members. 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.