

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: JPO, Associate Programme Officer – Adaptation and Loss & Damage

Office/Division/MEA: UNEP Adaptation and Resilience Branch, Climate Change Division

Unit: Adaptation Unit

Location: Nairobi

Duration: 2 years with additional years as desired

Background information on UNEP and the requesting Unit

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP works to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote efficient use of natural resources, circularity in different economy sectors and in cities, climate adaptation and mitigation, sustainable patterns of consumption and production. UNEP also promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities.

UNEP's new MTS (2022-2025), sets out a vision for UNEP's role in delivering the promises of the 2030 Agenda and the promises made to Member States through the United Nations Conference on Sustainable Development (Rio+20) and its outcome document, ["The Future We Want."](#) by focusing on the three environmental crises of climate change, biodiversity loss and pollution.

UNEP promotes increased knowledge, investment and action in climate change adaptation, with a focus on incorporating ecosystem based approaches, through three main areas of work: i) catalyzing country level action by accessing international finance for adaptation on behalf of developing country governments and supporting governments to execute Ecosystem-based Adaptation (EbA) projects, ii) distilling evidence for normative policy and programming guidance to catalyze more action on climate change adaptation, and iii) by strengthening networks and dialogue processes between people and groups engaged in adaptation, in particular on EbA. In so doing, UNEP promotes actions to improve the scientific basis of policy and planning processes particularly in relation to finding solutions to adaptation through the natural environment.

This JPO role is located in the Climate Change Adaptation Unit (CCAU) of the Climate Change 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.

The Climate Change Adaptation Unit is supporting over 50 developing countries with more than USD500 million of grant finance on climate change adaptation. In addition, UNEP is providing support to 30 countries on national adaptation planning processes. These projects develop innovative solutions for national governments and local communities to adapt to the predicted effects of climate change in an environmentally sound manner by investing in the protection and restoration of ecosystems that are vulnerable to climate change and also vital for increasing human resilience to climate change impacts.

For information on UNEP's work on adaptation, please find here:

[Why does adaptation and resilience matter? | UNEP - UN Environment Programme](#)

Why is the Junior Professional Officer requested/needed?

We are in a crisis and UNEP needs internal resources to help push its Medium Term Strategy and to reach its targets on climate action. GHG emissions reached new high in 2022, up 1.2% over previous year. And 2023 has been declared the warmest year on record, spelling misery on vulnerable communities. Under current emissions trends, the models are suggesting a 2.9C hike in global temperatures, significantly above the Paris Agreement ambition to limit to 1.5C. To limit global warming to 1.5C would need a 45% reduction in greenhouse gases by 2030 and net-zero by 2050.

The Adaptation Gap Report [2023](#) and the Emissions Gap Report [2023](#) both show we are wildly off track when it comes to adapting to the effects of the climate crisis and reducing emissions. The [Adaptation Gap Report](#) 2023 highlighted the fact that progress on climate adaptation finance is far outstripped by needs and that financial flows for adaptation need to increase significantly to meet the needs of the world's most vulnerable communities. The Adaptation finance gap is estimated at US\$194-366 billion per year, increasing to US\$387 billion per year by 2030.

The Glasgow decision urged developed countries to collectively double adaptation funding from 2019 levels by 2025: this means reaching US\$ 40 billion in 2025. We are nowhere near this level and neither is it enough: the adaptation finance gap would fall by only 5 to 10%. To reach the goals of the Paris Agreement we must leverage large-scale private climate finance and phase out the subsidies and accounting methods that encourage negative trends.

When it comes to national efforts on adaptation planning, the 2023 Adaptation reported that gaps are related to multi-level adaptation planning, links to main budget and planning processes and monitoring frameworks to assess progress towards adaptation.

UNEP needs to promote an uptick in evidence-based adaptation planning with increased awareness of the seriousness of the issue and what's at stake with a focus on the role of nature in adaptation solutions. The JPO role is important in bolstering our analytical capability, our coordination with other entities and our communication and advocacy work, as well as expanding our programme reach. 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.

The JPO's work will directly contribute to the Climate Action sub-programme and the following Programme of Work indicators:

1. Number of national, subnational and private sector actors that adopt climate change mitigation and/or adaptation and disaster risk reduction strategies and policies with UNEP support
2. Amounts provided and mobilized in \$ per year in relation to the continued existing collective mobilization goal of the \$100 billion commitment through to 2025 with UNEP support

Supervision

The Associate Programme Officer will be working under the direct supervision of Jessica Troni, Chief Climate Change Adaptation Unit, Climate Division. 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.

First reporting officer:

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Second reporting officer:

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Global coordinator on policy and
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Content and methodology of the supervision

The JPO will be a member of the Climate Change Adaptation Unit based in Adaptation and Resilience Branch of the Climate Change 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 and Bangkok.

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.

Duties, responsibilities, and output expectations

The main tasks foreseen are as follows:

1. Provide technical and programme support to the 23 NAP projects under implementation;
 - Provide programme management services to NAPs project in Africa;
 - Participate in procurement processes for framework contracts;

- Organise period Community of Practice sessions with National Adaptation project teams to share information and learnings and strengthen the peer group;
 - Engage with UNCTs and internal UN coordination on NDCs/NAP support .
 - Coordinate with teams in UNEP and forge linkages that would advance science-based, forward looking NAP processes.
2. Development of normative guidance on adaptation and loss and damage:
- Prepare a report based on evidence gathered across the adaptation portfolio on impacts, climate change events that led to those impacts and risk projections arising from RCP scenarios.
 - Refining the understanding of hard limits to adaptation from a review of the evidence gathered in projects and distilling experiences from our implementing role for adaptation projects.
 - Review of loss and damage events and estimates in NAPs and other documents and prepare a report on adaptation-disaster risk reduction-Loss and Damage continuum for uptake by a future Adaptation Gap report thematic chapter.
 - To address the gaps identified in the three tasks above, develop a multi-country funding proposal;
 - Updating briefing note on learnings from NAP projects, produced in 2023. Prepare other briefing notes based on research undertaken.
 - Convene stakeholder dialogues and other global outreach events e.g. working with PEDRR, Global Adaptation Network, FEBA and other partners to convene science-policy dialogues/workshop, bringing together scientists, researchers, practitioners and policymakers and developing an Action Agenda along the Loss and Damage agenda.
3. Contributes to UNFCCC submissions, UNEP briefing notes, corporate reporting;
- Support coordination to UNEP submissions and reporting on NAPs, adaptation and loss and damage
 - Engage with the UNFCCC Santiago Network, UNFCCC Warsaw International Mechanism, and other workstreams to promote the findings through briefs, key messages, submissions, discussion or background documents.
 - Based on research undertaken, contribute drafting to develop UNEP's position/policy, messaging on damage and loss and lead the in-house consultation processes to ensure synergies on climate-induced loss and damage, adaptation, disaster risk reduction and humanitarian action;
4. Performs other duties as required.

Output expectations

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

1. Programme management support for 2 NAPs projects;
2. 6 Community of Practice virtual meetings organized annually

3. Technical evaluator for 2 procurement processes;
4. 1 technical report on the magnitude of climate impacts and risks experienced in a cross section of countries;
5. 1 technical report on the hard limits to adaptation;
6. 1 technical report on the adaptation-disaster risk reduction-Loss and Damage continuum;
7. 1 funding proposal to address the evidential gaps;
8. Briefs, key messages, submissions prepared for the UNFCCC processes,
9. Normative guidance related to adaptation planning, solutions and constraints;
10. UNEP briefing notes, policy pieces, contributions to corporate reports and webinars.

Travel

It is expected that the JPO will be required to travel during the period of his/her placement. For instance, to participate in international meetings to both present UNEP's work and gather feedback and to learn from others.

Training and Learning Elements

The workplan is intended to provide training and learning in respect of:

- Task 1: Programme management; partnership building, analytical capability;
- Task 2: Analytical capability, programme management; normative guidance development, partnership building;
- Task 3: Organisational awareness

The JPO will benefit from on-the-job training as part of the Climate Change Adaptation Unit and the wider engagement with the Adaptation and Resilience Branch in the Climate Change 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 Chief of the 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.
- Understand the elements constituting adaptation planning and 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.
- Gain experience on programme management processes and procedures in a large administration;
- Understand, research, analyse and communicate best practices and lesson learned from UNEP's project portfolio and from engagement with regional and global networks on climate change adaptation and stakeholders.
- Establish working relationships with other UN agencies, donors and technical teams;
- Understand the accountability processes behind the Programme of Work and MTS related reporting.

After two years the JPO is able to:

- Work collaboratively with UN agencies and strategic alliances;
- Think strategically within the framework on UN organisations and prepare strategic planning documents;
- Engage in science-policy interface in adaptation policies, legislation and planning.
- Knowledge of professional networks important to adaptation and understand how to harness these processes in developing normative products;
- 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 2 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 of working in the field of climate change adaptation and/or livelihoods is desirable;
5. 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 and French (oral and written) is required.

Competencies

6. 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;
7. 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;
8. 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;
9. 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.