



Terms of Reference for Junior Professional Officer (JPO)
United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change Adaptation, Foresight, and Anticipatory Approaches

Sector: Adaptation Division, UNFCCC

Duty Station: 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.

The Adaptation division supports Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress. The division supports a number of processes, including the process to formulate and implement National Adaptation Plans (NAPs), matters related to the global goal on adaptation, the Warsaw International Mechanism for Loss and Damage (WIM), and four constituted bodies.

II. Supervision

Direct supervisor: Youssef Nassef, Director, Adaptation division

Content and methodology of supervision: The Junior Professional Officer (JPO) will receive structured guidance through planned and ad hoc interactions. Performance and progress will be evaluated using the UNFCCC's Performance Appraisal System (PAS). Regular feedback will be provided weekly through team discussions and one-on-one mentoring sessions.

III. Duties and responsibilities

The JPO will support the secretariat's foresight and anticipatory approaches to enhance resilience and adaptation efforts. Specific responsibilities include:

1. Support in Foresight and Anticipatory Activities:
 - a. Assisting in applying foresight methodologies to enhance adaptation planning and action, focusing on frontier technologies, socio-economic trends, and environmental changes.
 - b. Contributing to the Resilience Frontiers initiative and other foresight-related activities, including synthesizing outcomes from workshops and reports.
 - c. Supporting the development of foresight tools and guidelines to inform long-term adaptation strategies.



2. Policy Development and Technical Support:
 - a. Drafting technical documents, policy briefs, and reports on foresight methodologies and their application in adaptation.
 - b. Supporting the integration of anticipatory approaches into adaptation plans, including National Adaptation Plans (NAPs) and activities related to transformational adaptation under the Global Goal on Adaptation (GGA).
3. Stakeholder Engagement and Capacity-Building:
 - a. Collaborating with local communities, Indigenous Peoples, and stakeholders to integrate diverse perspectives into foresight activities.
 - b. Facilitating the organization of capacity-building workshops and events, including training sessions on foresight techniques.
4. Outreach and Communication:
 - a. Contributing to outreach products, such as infographics, social media content, and web materials, showcasing adaptation and foresight achievements.
 - b. Participating in and supporting the organization of global fora, including intersessionally as well as within the COP session and other UNFCCC fora.
5. Other Responsibilities:
 - a. Providing input to internal knowledge-sharing platforms.
 - b. Performing other duties to support the Adaptation division's objectives.

IV. Qualifications and experience

An advanced university degree (Master's degree or equivalent) in environmental sciences, climate policy, foresight studies, sustainable development, or a related field 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 minimum of two years of relevant work experience foresight, climate adaptation, or a related field is required. Familiarity with foresight tools and techniques (e.g. scenario planning, trend analysis, horizon scanning) is desirable. Experience working with international organizations or multilateral processes is an asset.

Fluency in oral and written English is required. Working knowledge of another UN official languages is an asset.

V. Training components and learning elements

The JPO will be encouraged to undertake in-house training in the UNFCCC substantive mandate and skills and tasks that are necessary for the effective execution of his or her responsibilities at UNFCCC and that support his or her future career. These may include computer skills, supervisory skills, interviewing skills, team-building training.

Upon completion of the assignment, the Junior Professional Officer will:

- Have acquired hands-on experience in applying foresight methodologies to enhance climate resilience.
- Be proficient in drafting technical and policy documents for multilateral processes.
- Understand the global frameworks for climate adaptation and foresight under the UNFCCC.



United Nations
Framework Convention on
Climate Change



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- Have strengthened project management and organizational skills.

The JPO will receive one-on-one mentoring to deepen their understanding of foresight applications in adaptation and support their professional development. Self-directed learning resources will also be provided to enhance independent knowledge-building.