



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

I. General information

Sustainable Development Areas: Holistic climate action informed by diverse values, worldviews, and knowledge systems of Indigenous Peoples, and local communities.

Sector: Vulnerability Subdivision, 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, matters related to the global goal on adaptation, the Warsaw International Mechanism for Loss and Damage, and four constituted bodies.

The Vulnerability subdivision under the Adaptation division focuses on knowledge generation, sharing and application; enhances learning on and understanding of needs and action in response to climate change impacts for different sectors and groups; and manages a trusted repository of adaptation data and information. It consists of two units – the Local Communities and Indigenous Peoples Platform (LCIPP) and the Nairobi Work Programme (NWP).

The **Local Communities and Indigenous Peoples Platform (LCIPP)** was established to strengthen the knowledge, technologies, practices, and efforts of local communities and Indigenous Peoples related to addressing and responding to climate change in a holistic and integrated manner and to enhance their engagement in the UNFCCC process. It is also responsible for supporting the work of the Facilitative Working Group (FWG) of the LCIPP in realizing its 3-fold mandate to promote the exchange of experiences and best practices; build capacity for engagement; and integrate diverse knowledge systems in the designing and implementing climate policies and actions.

II. Supervision

Direct supervisor: Chad Tudenggongbu, Programme Officer, Local Communities and Indigenous Peoples Platform (LCIPP) unit

Content and methodology of supervision: The Junior Professional Officer (JPO) will receive regular guidance through both scheduled and ad hoc interactions with his/her supervisor, complemented by



weekly feedback to support short-term planning. Longer-term performance management will follow the Performance Appraisal System (PAS).

III. Duties and responsibilities

Under the direct supervision of the LCIPP Programme Officer, and the overall guidance of the LCIPP Team Lead, the JPO will perform the following duties and responsibilities:

- a) Support FWG biannual meetings
 - a. Research and Documentation
 - i. Conduct technical research for the background materials and summary reports.
 - ii. Create concise briefing notes for FWG members and LCIPP contributors.
 - b. Meeting Coordination
 - i. Prepare presentations and briefing materials and conduct coordination calls.
 - ii. Develop and maintain the web portal content related to FWG meetings, including news articles and case stories before, during, and after meetings.
- b) Support mandated LCIPP events under the Baku Workplan
 - a. Pre-event Preparations
 - i. Draft briefing notes, presentations and background documents.
 - ii. Update event web pages on the LCIPP web portal.
 - b. In-Session Support
 - i. Take notes, synthesize key discussion points, and prepare in-session materials.
 - c. Post-event Deliverables
 - i. Draft meeting summaries, reports, and action plans.
- c) Intersessional and Intersessional Support
 - a. Analytical Contributions
 - i. Conduct research aligned with LCIPP mandates and synthesize findings.
 - ii. Compile case studies showcasing Indigenous Peoples and local communities; experience and expertise, and do these in line with the free, prior and informed consent of the holders of such knowledge.
 - b. Knowledge Dissemination
 - i. Share case stories with UNFCCC workstreams and constituted bodies, in line with their respective mandates.
- d) Communication and Outreach
 - a. Content Development
 - i. Support the implementation of the LCIPP Communication and Outreach Strategy, ensuring alignment with UNFCCC communication protocols and guidelines.
 - ii. Draft web content, newsletters and social media updates.
 - b. Engagement and Visibility
 - i. Increase awareness of the LCIPP's work through engaging content and outreach activities.
- e) Additional Duties
 - a. Undertake other tasks relevant to the LCIPP, Vulnerability subdivision, as well as broader Adaptation division activities, as required.



A detailed work plan will be developed and mutually agreed upon by the JPO and their supervisor during the initial phase of the assignment.

IV. Qualifications and experience

An advanced university degree (Master's degree or equivalent) in human geography, cultural studies, environmental science and policy, climate adaptation and mitigation, ecology, or a related field is required. A first-level university degree with two additional years of relevant professional experience may be accepted in lieu of an advanced degree.

A minimum of two years of relevant professional experience is required, in supporting climate action, stakeholder engagement or policy development. Research experience on ecosystem restoration, Indigenous knowledge or related fields is an asset.

Fluency in oral and written English is required. Working knowledge of another official UN language 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 JPO will have:

- Played a vital role in operationalizing a cornerstone of the UNFCCC process – the LCIPP – building expertise in planning, organizing, and executing meetings of constituted bodies, while crafting impactful reports and deliverables.
- Gained a rich understanding of the interplay between global climate policies, Indigenous values, worldviews, and local knowledge systems, contributing to meaningful climate action.
- Honed the skill art of transforming research and submissions into actionable, policy-relevant outputs, drafting official UNFCCC documents, and ensuring the seamless execution of high-profile climate meetings and events.
- Sharpened communication, stakeholder engagement, and knowledge-sharing skills, excelling in interagency coordination within the UNFCCC and across diverse platforms.
- Gained an in-depth familiarity with the UNFCCC process, particularly in the work of the climate adaptation division and vulnerability subdivision.
- Connected with a diverse array of stakeholders, including Parties, observers, Indigenous knowledge holders, and local community experts, fostering relationships to advance inclusive climate solutions.
- Participated in key international climate conferences such as the Conference of the Parties (COP) and Subsidiary Bodies (SB) sessions (where possible), enhancing their firsthand understanding of global climate negotiations and decision-making dynamics.

Mentoring on the specific aspects of the incumbent's responsibilities will be provided by experienced staff working on similar tasks. Additionally, the JPO will have access to a variety of self-learning resources, supported by guidance from the supervisor and colleagues, to acquire the knowledge and skills needed to perform their role effectively.