



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

I. General information

Sustainable Development Areas: Climate Change, loss and damage associated with the adverse effects of climate change

Sector: Response subdivision, Adaptation Division, UNFCCC

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.

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.

The Response subdivision under the Adaptation Division supports developing country Parties, with a special focus on least developed countries (LDCs) and small island developing states (SIDS), in assessing impacts, risks and vulnerability in the context of adaptation and loss and damage, and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions. It consists of two units – the Least Developed Countries Expert Group (LEG) & National Adaptation Plans (NAP) unit, and the WIM Executive Committee (Excom) unit.

The **WIM ExCom** unit supports the implementation of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts, including the work of its Executive Committee and five thematic expert groups.

II. Supervision

Direct supervisor: Miwa Kato, Team Lead, WIM ExCom unit

Content and methodology of supervision: The Junior Professional Officer (JPO) will receive regular short-term 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 (PAS). Regular feedback will be provided by the officer on a weekly basis, both to the supervisor and to the team to support short-term planning.



III. Duties and responsibilities

The JPO will work in WIM ExCom Unit, Response subdivision, Adaptation division.

Within delegated authority, the JPO will be responsible for the following duties:

- a) Provide support to the Unit on existing as well as on new mandates resulting from the sessions of the COP and CMA and its subsidiary bodies, including the organization of the regular meetings of the ExCom and its expert groups, and events related to these bodies.
- b) Carry out research on selected aspects of anticipating and responding to loss and damage associated with climate change impacts. Specific activities include:
 - a. Compiling and analysing relevant data and information on approaches and good practices undertaken at different levels for risks and impacts related to specific including extreme weather events and slow onset events. Impacts include economic (e.g., income, property, infrastructure) and non-economic (e.g. human health/mobility/lives, societal/cultural, and environmental).
 - b. Collecting and synthesizing information on the available sources of expertise and support for activities relevant to anticipating and responding to loss and damage in developing countries.
 - c. Preparing synthesis and/or summary reports on thematic or sectoral good practices compiled in activities 1) or 2) indicated above, including, lessons learned, challenges, gaps, enabling factors and opportunities for scaling up.
- c) Contribute to the preparation of various written outputs and user-friendly products, e.g. draft background papers, analytical notes, technical documents, sections of reports and studies, inputs to publications of the ExCom and its expert groups, outreach materials.
- d) Contribute to the development and maintenance of various components of Loss & Damage-related pages of the UNFCCC website and the Fiji Clearinghouse for Risk Transfer.
- e) Perform other related duties required to achieve the goals and objectives of the WIM ExCom Unit, the Adaptation Division and the Secretariat.

IV. Qualifications and experience

An advanced university degree (Master's degree or equivalent) in environmental studies, climate change, resilience, emergency and disaster management, international relations, international law, development, finance, economics, 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 is required such as in climate change adaptation, disaster risk reduction, development planning, risk finance, environmental management, law or related fields.

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 experience and skills related to programme/project management strategic partnerships and stakeholder engagement, awareness raising and outreach.
- Attained knowledge related to Climate Change, Loss and Damage associated with Climate Change Impacts, constituted bodies under the Convention and the Paris Agreement, Biennial Transparency Reports (with the focus on the climate change impacts, adaptation and loss and damage section).
- 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 substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. 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.