



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
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 (NAPs), matters related to the global goal on adaptation, the Warsaw International Mechanism for Loss and Damage (WIM), 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 **Nairobi Work Programme (NWP)**, established in 2005, supports Parties and the UNFCCC process by providing knowledge to address climate risks and inform adaptation actions. Focused on assisting all Parties—particularly developing countries, Least Developed Countries (LDCs), and Small Island Developing States (SIDS)—the NWP enhances understanding of climate impacts, vulnerability, and adaptation options. As the UNFCCC's Knowledge-to-Action Hub, it synthesizes leading insights on vulnerability and adaptation, disseminates findings broadly, and fosters impactful partnerships to close knowledge gaps and drive global adaptation efforts.

II. Supervision

Direct supervisor: Rojina Manandhar, Team Lead, Nairobi Work Programme

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 NWP Team Lead, the JPO will carry out the following duties and responsibilities:

- a) Support to the intergovernmental process
 - a. Assists in preparing substantive documentation for the NWP, including concept papers, analyses, briefings, policy proposals, and reports.
 - b. Provide technical and substantive support to NWP negotiations and related adaptation items, including drafting conclusions, decisions, and recommendations.
- b) Event preparation and delivery
 - a. Assist in organizing intersessional and mandated events, such as annual focal point forums, thematic events, and Lima Adaptation Knowledge Initiative (LAKI) workshops.
 - b. Prepare briefing notes, talking points, background materials and presentations for meetings and events.
 - c. Provide in-meeting support, including note-taking, synthesizing discussions, and drafting documents.
 - d. Draft reports or meeting summaries and manage follow-up activities.
- c) Knowledge management and stakeholder engagement
 - a. Conduct research on knowledge needs with inputs from Parties, NWP partners, experts, and other stakeholders.
 - b. Develop knowledge products on good practices and lessons learned, synthesizing technical information into accessible formats for diverse audiences.
 - c. Present data and insights in user-friendly formats, including multimedia formats.
 - d. Draft background papers, analytical notes, technical documents, and other publications.
 - e. Support the development of innovative solutions to improve knowledge flow and application for scaling up effective adaptation strategies.
 - f. Contribute content for newsletters, event announcements, and social media.
- d) Support the maintenance and enhancement of the Adaptation Knowledge Portal and NWP-related sections of the UNFCCC website
- e) Perform any other job-related activity required to achieve the goals and objectives of the Vulnerability subdivision, the Adaptation division or the secretariat.

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:

- Gained Expertise in Stakeholder Engagement and Knowledge Management -- Developing experience and skills in stakeholder engagement, strategic partnerships, and knowledge management within the NWP.
- Deepened Knowledge of Adaptation Policy -- Acquiring detailed knowledge of international policies on climate change adaptation, including mechanisms for supporting related actions.
- Strengthened Scientific and Technical Foundations -- Gaining a comprehensive understanding of the scientific, methodological, and technical basis underpinning global adaptation efforts.
- Developed Professional Competencies -- Building key skills for future career development, including UNFCCC core competencies, computer proficiency, supervisory skills, interviewing techniques, and teambuilding strategies.
- Participated in High-Level Events (if applicable) -- Engaging in international climate change conferences, such as COP and Subsidiary Bodies sessions, to gain hands-on experience in global climate negotiations and discussions.

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.