



Terms of Reference

Project:	“Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries
Post Title:	Technical Adviser
Duty station:	Home-based with travels to Beijing and three pilot countries
Duration of Assignment:	One year with possibility of extension for the rest of project duration (output-based)
Type of Contract:	Part-time
Tentative starting date:	As soon as possible

BACKGROUND

The negative effects of climate change are being experienced by local communities within a wide range of economic sectors in developing countries across Africa and Asia-Pacific. Multiple factors make developing African and Asia-Pacific countries particularly vulnerable to observed and expected climate change impacts. These include: i) poverty; ii) dependence on rain-fed agriculture; iii) wide-spread ecosystem degradation; iv) limited technical capacity of regional and national institutions to plan and implement adaptation technologies; v) limited knowledge of cost-effective adaptation technology options; and vi) limited pre-investment by developing countries in adaptation technologies.

An SCCF project has been developed by China NDRC and UNEP to address those vulnerabilities to climate change. The project *“Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries”* aims to build resilience in vulnerable developing countries using an ecosystem management approach by increasing institutional capacity, mobilizing knowledge and transferring appropriate best-practice adaptation technologies. The project has three main components:

1. Capacity Building

Strengthen capacity building at local, national and regional levels in the pilot countries to plan and implement climate change adaptation technologies

2. Knowledge sharing

Increased availability of information and improved public awareness on best-practices for implementing and financing best-practice adaptation technologies and support inter-regional knowledge support.

3. Technology transfer

Support technology transfer and know-how on best-practice adaptation measures through the integration and demonstration of concrete on-the-ground activities to build the climate resilience of vulnerable communities in the pilot countries.

The project will build on the significant steps that have been taken towards assisting African and Asia-Pacific countries to adapt to climate change impacts. These include projects and programs funded through multilateral and bilateral funds implemented so far by various institutions, entities and UN agencies including UNEP who is playing a leading role in promoting EBA through its EBA flagship programme. The achievement of the SCCF project's main activities in African and Asia-Pacific countries will increase the climate resilience of ecosystem services and thus African and Asia-Pacific communities to climate change impacts. The project will pilot the transfer of EBA technologies in 3 pilot countries: (Mauritania, Nepal, Seychelles)

A Technical Advisor will be hired for this project. The incumbent shall be a competent individual to assume the role of Technical Advisor (TA) who is expected to provide technical and strategic assistance for project activities, including planning, monitoring and site operations, and assuming quality control of interventions. The position will initially require regular travel to pilot countries to interact with the National Focal Points (NFPs), national and provincial staff and relevant national and local implementing partners.

DUTIES AND RESPONSIBILITIES

The responsibilities of the TA will include:

- Advise on suitable technical methodologies and approaches to achieve project targets and objectives.
- Undertake technical review of project outputs (e.g. studies and assessments).
- Provide technical quality assurance of project outputs.
- Assist in and guide on the designing and preparation of technical workshops including the inception workshop and final workshop
- Assist in the drafting of TORs for technical consultancies.
- Supervise the work of Project Implementation Unit team NFPs and consultants hired by the project
- Assist in monitoring the technical quality of project M&E systems (including the finalization of a baseline study for the project including indicators and targets).
- Lead and coordinate the preparation of the Project Implementation Reviews (PIRs), inception report, technical progress reports, quarterly financial reports for submission to UNEP and GEF as required
- Assist in periodic budget revisions as required.
- Provide a technical supervisory function to the work carried out by Project Management Unit (PMU), NFPs and other international and national consultants.
- Assist in knowledge management, communications and awareness-raising at a regional and national level.
- Provide quality assurance and technical review of project outputs.
- Train relevant international and national consultants.
- Provide specialized technical and capacity building support to the PMU and NFPs.

REPORTING

The TA will report to the Senior Advisor (SA). The TA will cooperate with National Focal Points and the Project Manager to ensure the availability of technical information on progress and performance in the implementation of the project to the SA. The TA will also work under the SA and therefore in close collaboration with UNEP-DEPI/GEF Climate Change Adaptation Unit and will make decisions in consultation with UNEP and Institute of Geographic Sciences and Natural Resources Research (IGSNRR)/National Development Reform Commission of China (NDRC). The TA is also responsible for

updating the SA and UNEP regarding project progress. Prior to the start of the job, following the job offer the TA should prepare a detailed work plan with clear milestones for the first year of the project subject of approval by the SA and UNEP Task Manager.

TERMS OF PAYMENT

The TA is expected to be paid a lump sum which will be the equivalent of 250 man working days spread out in the course of the project duration (62.5 days/year). Travel cost for 12 travels (3 travels per year) will be paid as additional to this amount.

TRAVEL

The TA will travel to China and project pilot countries (Mauritania, Nepal, and Seychelles) in the course of the project duration. He/she is expected to undertake at least 12 travels during the project duration.

TIME-FRAME

The TA is a part-time employee of the Project and the initial contract will be for a period of one year, and subject to a satisfactory performance appraisal, renewable to another 3 years.

REQUIRED SKILLS AND COMPETENCIES

- At least an advanced post-graduate at or above M.Sc. level in climate change adaptation or a related discipline such as disaster risk reduction environmental management, natural resources management, agriculture or water resources management.
- A minimum of 5 years' experience in a senior technical lead position with planning and management of environmental and/or natural resources management programmes in developing countries.
- A minimum of 5 years in a senior technical position involved in institutional strengthening and capacity building.
- Previous similar experiences in provision of technical support to complex projects.
- Experience from Africa and Asia-Pacific would be an advantage.
- Good communication and computer skills.
- Fluent in spoken and written French and English.

APPLICATION PROCEDURE

- Please send your CV and cover letter to info@unep-iemp.org. Quote "GEF Technical Advisor position" as the email subject.
- Application deadline: **April 5, 2013**

Disclaimer:

1. The successful applicant shall not be a staff member of the United Nations or UNEP but shall sign a contract with the Institute of Geographic Sciences and Natural Resources Research (IGSNRR) – the executing agency for this GEF Project
2. The applicant shall abide to the rules and procedures of the Institute and must commit to abide by the laws of the People's Republic of China.
3. United Nations or UNEP shall neither be responsible nor liable for any claims which may arise from this employment and IGSNRR shall take full responsibility in this regard.