



Terms of Reference

Project:	“Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries”
Post Title:	Communication Specialist
Duty station:	Beijing, China
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 by 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 Communication Specialist will be hired under this project. The incumbent shall be a competent individual to assume the role as the Communications Specialist (CS) to lead on communication activities of the project.

DUTIES AND RESPONSIBILITIES

The responsibilities of the CS will include:

- Coordinate and facilitate all communication related to the project
- Lead the drafting and finalization of and coordinate the implement the project's Communications Strategy in consultation with the project team
- Serve as the spokesman of the project
- Design the layout, content of and update regularly the project website with support from a web designer
- Design and develop of quality communication materials, such as brochures/newsletters/bulletins
- Develop and maintain a database with all relevant Project Key Partners & Stakeholders (incl. contact details)
- Ensure timely and adequate dissemination of the produced communication materials
- Prepare regular press/media releases to ensure high visibility of the project
- Assist the project team in organizing conferences, workshops, and other high-level events etc.

REPORTING

The incumbent will report to the Senior Advisor and Technical Advisor

TERMS OF PAYMENT

The CS is expected to be paid a lump sum which will be the equivalent of 334 man working days spread out in the course of the project duration.

TRAVEL

No travel involved under this position

REQUIRED SKILLS AND COMPETENCIES

- Bachelor degree or higher in one or several fields relevant to the position, such as: communication/social sciences, graphical design/editing, marketing and/or environmental sciences
- Proven experience in the development and/or implementation of communication strategies, and the production and design of high-quality dissemination materials
- Excellent knowledge of English including writing and communication skills
- Computer proficiency and knowledge of MS Office and Internet applications
- Good editing skills, with sense for detail

APPLICATION PROCEDURE

- Please send your CV and cover letter to info@unep-iemp.org. Quote “GEF Communication Specialist 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.