



Terms of Reference

GEF Project Implementation Communications Specialist

Joint project of the United Nations Environment Programme (UNEP) and the National Development and Reform Commission of China (NDRC)

“Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries”

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.

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

- **Capacity Building**
 - Strengthen capacity building at local, national and regional levels in the pilot countries to plan and implement climate change adaptation technologies
- **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.
- **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 Ecosystem Based Adaptation (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 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:

- Developing and maintaining an interactive/dynamic web-based platform, which includes an online database, e-discussion programme, webpage etc.
- Develop and implement an outreach communication strategy to market the project web platform.
- Coordinate and facilitate all communication related to the project.
- Develop and implement the project's Communications Strategy in consultation with the project team
- Design, develop and timely dissemination of quality communication materials, such as press/media releases, brochures/newsletters/bulletins.
- Assist the project team in conducting public awareness campaigns in pilot countries, including production of national handbooks and planning tools and using appropriate local media.
- Assist the project team in the training of local communities, scientists, practitioners and government staff from the SCCF project pilot countries.
- Assist the project team in organizing conferences, workshops, and other high-level events etc.

Key deliverables:

- An interactive/dynamic web-based project platform and its outreach communication strategy.
- Project outreach documents.

REPORTING

The incumbent will report to the Project Manager, and work with the Technical Advisor, National Focal Points, International Education Specialist, EBA Specialist, International Adaptation Specialist, etc.

TIME-FRAME

The CS is a part-time consultant 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 2 years.

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, website development and the production and design of high-quality dissemination materials.
- Demonstrated project experience in climate change and sustainable development.
- 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, cover letter, and two referees' contacts to info@unep-iemp.org. Quote

“GEF Communication Specialist position” as the email subject.

- Application deadline: **Feb 21, 2014**
- The applicants will be contacted only if she or he is shortlisted.

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), Chinese Academy of Sciences, based in Beijing China – the executing agency for this GEF Project.
2. The applicant shall abide to the rules and procedures of IGSNRR 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.