



## Terms of Reference

GEF Project Implementation  
**Institutional Planning 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:

#### 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 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 of Institutional Planning Specialist (IPS) to provide institutional capacity building support for achieve project objectives.

#### **DUTIES AND RESPONSIBILITIES**

The IPS will be evaluated in accordance with the successful implementation of project activities. The responsibilities of the IPS will include:

- Provide institutional capacity building to support EBA technology transfer to Seychelles, Nepal and Mauritania, especially: i) the development of long term research programmes at project intervention sites; and ii) national training for implementation of EBA.
- Take stock of the regional network for adaptation, and do a gap analysis of these networks in mainstreaming EBA.

Key deliverables:

- Report on regional network gap analysis (Final draft by November 2014).
- Frameworks of long term research programme for EBA interventions in the three pilot countries (by November 2014).

#### **REPORTING**

The IPS will report to the Project Manager (PM). The IPS will cooperate with National Focal Points, Project Management Unit (PMU), Senior Advisor (SA), Technical Advisor, and other consultant to ensure the implementation of the project tasks.

#### **TIME-FRAME**

The IPS is part time consultant of the Project and the contract will be for a period of one year (2014).

#### **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' research experience in environment management and/or natural resources management.
- Demonstrated experience in ecosystem based adaptation or integrated ecosystem management in developing countries.
- Experience from Africa and Asia-Pacific would be an advantage.
- Good communication and computer skills.
- Excellent data analysis and report writing skills.
- Fluent in spoken and written English; skills in French and Chinese language would be an advantage.

#### **APPLICATION PROCEDURE**

- Please send your CV, cover letter, and two referees' contacts to [info@unep-iemp.org](mailto:info@unep-iemp.org). Quote "GEF Institutional Planning Specialist position" as the email subject.
- Application deadline: **February 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 – 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.