

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: National Adaptation Planning Officer
Unit: Climate Change Adaptation Unit, Freshwater, Terrestrial and Climate Adaptation Branch, Ecosystems Division
Location : Nairobi, Kenya
Duration: 2 years with one-year extension (3th year) subject to funding

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

The Climate Change Adaptation Unit of the Freshwater, Terrestrial and Climate Adaptation Branch located in the Ecosystems Division is focused on supporting Member States to strengthen their adaptive capacity to climate change. The Unit's programmatic approach is centered on:

- Developing methods and tools to help adaptation planning and decision-making;
- Accessing finance through Ecosystem-based Adaptation project design;
- Improving the science-policy interface in adaptation policies and planning through climate risk assessments and adaptation planning systems;
- Enhancing climate resilience through planning, piloting and testing ecosystem-based adaptation

The Climate Change Adaptation Unit is currently implementing 46 projects in over 30 countries with a total portfolio value of USD 226 million, with funding from the Global Environment Facility (GEF), the Adaptation Fund (AF) and the Green Climate Fund (GCF). The project portfolio is growing and there is therefore the need to increase the staffing complement of the Climate Change Adaptation Unit.

The JPO, as part of the Climate Change Adaptation Unit based in Nairobi, will provide technical and project management support in: 1) forging linkages between National Adaptation Planning (NAP) processes involving a growing portfolio of GEF/GCF funded NAP projects, and the World Adaptation Science Programme led by Science Division, which will enable us to engage with the UNFCCC on adaptation science under the terms of our MoU and develop UN Environment's mandate on science-policy linkages; as well as forging links to other technical units across the organisation; 2) and 2) supporting UN Environment Programme of Work on climate change adaptation, particularly in helping to develop the framework of future normative products, and achieving its targets of Member States integrating ecosystem-based adaptation into adaptation and development strategies.

The Climate Change Adaptation Unit comprises of a core team of ten staff based in Nairobi, and outposted programme officers in UN Environment offices in Panama City, Bangkok, Nairobi, Paris and Washington DC. The JPO will be an integral team member based with the core team in Nairobi, reporting to the Head of the Unit, and will work closely with Unit colleagues in Nairobi and in outposted offices. Furthermore, the JPO and the CCAU are part of the Freshwater, Terrestrial and Climate Change Adaptation Branch based in Nairobi

Why is the Junior Professional Officer requested/needed?

The JPO would help us to better coordinate with other units and Divisions across the organization so that we can strengthen our technical offering on adaptation, develop our comparative advantage and prevent duplication and resource wastage organizationally by preventing silo working. This coordination role is often left behind due to people's workloads. The JPO could help us to develop the value-added proposition in coordinating better.

The JPO will play an important role in strengthening the Unit's programmatic approach on national adaptation planning processes. This will involve contributing to formulating common best practices on adaptation planning approaches emerging from the Unit's project portfolio but also drawing on from other organisations engaged in support national adaptation planning processes (e.g. GIZ, IISD) and networks (e.g. Global Adaptation Network – GAN). The JPO will also develop programmatic linkages to Science Division World Adaptation Science Programme and other programmatic linkages with other units such as Law Division. Finally, UN Environment needs to step up its normative function regarding adaptation. The JPO will support the new incoming programme officer for the Programme of Work in developing a framework for normative products and initiating the preparation thereof.

Supervision

The JPO - Climate Change Adaptation Planning will be supervised by the Head of the Climate Change Adaptation Unit (P5), and will work in close collaboration with the CCAU's Programme Management Officers (Task Managers) working on GCF/GEF National Adaptation Plan process projects, the Global Adaptation Network (GAN) and UN Environment's engagement in integrating adaptation (including ecosystem-based adaptation) into national development plans.

The JPO performance appraisal process will be fully integrated in UN's Environment E-Performance system. An annual workplan will be prepared in close consultation with the 1st reporting officer prior the start of the annual period and performance will be reviewed and discussed on a six-monthly basis.

Content and methodology of the supervision

The JPO will be a member of the Climate Change Adaptation Unit based in the Freshwater, Terrestrial and Climate Change Adaptation Branch of the Ecosystems Division. The JPO will

therefore be fully incorporated within the Adaptation Unit Team comprising of currently 10 colleagues.

The JPO will be assigned annual individual workplan objectives and targets and that are part of the Unit's annual workplan and budget fully. The workplan objectives and targets will feature in the JPO E-performance system that is part of UN's INSPIRA information management system. The 1st and 2nd Reporting Officers will conduct regular performance discussions (minimum 6 monthly) to assess progress, make amendments where necessary and recommendations for further staff development and/or responsibilities. This is a two-way process and aims to support and motivate staff performance as the E-performance system includes the setting of personal development objectives and targets. The supervision arrangements are also supplemented by regular work meetings and discussions on specific workplan objectives and targets.

First appraising officer: Ms Jessica Troni

Title first appraising officer Adaptation Portfolio Manager and Head of Unit a.i

Unit first appraising officer: Climate Change Adaptation Unit

Location first appraising officer: Nairobi

Second appraising officer: Mr. Alex Forbes

Title second appraising officer: Programme Officer

Unit second appraising officer: Climate Change Adaptation Unit

Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

Terms of reference

Under the direct supervision of Head, Climate Change Adaptation Unit, the JPO undertake the following tasks:

- Develop technical linkages with other units and Divisions, which would encompass a survey of methods, tools and processes led by other teams in the organization, developing a framework for how the work of the CCAU could benefit from and connect to the work of other teams and developing the engagement strategy. .
- Develop briefing documents, guidelines, and reports on the Unit's National Adaptation Planning processes drawing from GEF/GCF NAP projects achievements, lessons learned and best practice regarding adaptation planning and decision-making; improving the science-policy interface in adaptation policies and planning.
- To help UN Environment step up its normative function regarding adaptation, support the new incoming programme officer for the Programme of Work in developing a framework for normative products and initiating the preparation thereof.

- Support the reporting process on PoW achievements to gain experience of UN Environment's accountability framework and the breadth and depth of the adaptation portfolio.
- Provide task management support to two NAPs in Africa to gain experience in programme management.

Output expectations

The output expectations from the JPO by the end of their assignment will include:

- Preparation of a cross-Divisional engagement strategy to strengthen adaptation programming and comparative advantage and delivery of three collaborative outputs developed to benefit adaptation programming which should include at least one joint product with Science Division;
- A series of Technical Briefing Notes, Guidelines, Terms of Reference for consultants on National Adaptation Planning achievements, best practice and lessons learned, and which collectively contribute to documenting UN Environment's National Adaptation Planning Process programmatic approach in support of UNFCCC's guidelines.
- Preparation of a framework for normative products on adaptation and Eco-System based adaptation and delivery of 3 normative products.
- Preparation of one set of PoW bi-annual reports;
- Preparation of annual workplan, procurement plan, progress reports and financial expenditure reports for 2 NAP projects;

Travel

It is expected that the JPO will be required to travel during the period of his/her placement. For instance, to participate in adaptation policy meetings organized by partners such as IIED and FEBA, which will be inputs into the delivery of the outputs noted above, and to technical workshops as part of national adaptation planning.

Training and Learning Elements

The JPO will benefit from on the job training as part of the Climate Change Adaptation Unit and the wider engagement with the Freshwater, Terrestrial and Climate Change Adaptation Unit in the Ecosystems Division in Nairobi for a wide range of tasks ranging from strategic programme design; communication; relationship building, reporting and programme management. The JPO will be supported and mentored by the Manager of the Climate Change Adaptation Unit.

The E-Performance process of UN Environment requires professional development annual objectives and targets that aim to strengthen the capacity of staff to undertake their assignments. The JPO will be encourage to strengthen their capacity through participation in

online short climate change adaptation training courses and making use of UN training resources.

The UN Office at Nairobi (UNON) provides language training in all official UN-languages plus Kiswahili as well as trainings in competency-based interviewing skills, results-based management and project management among others. These trainings will be open to the JPO. However, participation on a course cannot be guaranteed as limited places are available.

The supervisor and JPO will discuss and agree on specific training needs and opportunities (for example in relation to project development and management).

Learning elements:

After one year the JPO is able to:

- Draft quality reports, documents and communication materials in the field of national adaptation planning process in line with UNFCCC guidelines.
- Think strategically within the framework on an organization and prepare strategic planning documents;
- Establish working relationships with other technical teams;
- Understand the administrative and accountability processes behind programme management;
- Understand the accountability processes behind the PoW reporting.

After two years the JPO is able to:

- Work collaboratively with other technical teams;
- Understand, research, analyse and communicate best practices and lesson learned from national adaptation planning processes, drawn from the Unit's project portfolio and from engagement with regional and global networks on climate change adaptation planning.
- Knowledge of networks important to adaptation and understand how to harness these processes in developing normative products;
- Draft project reports in line with UN Rules and Regulations.
- Have a thorough understanding of UN rules and regulations, including understanding and experience with UN's support to the Sustainable Development Goals (SDGs), and their financing opportunities (Addis Ababa Action Agenda), and the UN Delivering as One.

Qualifications and experience

Qualifications:

- Post-graduate university degree in Climate Change, Environment Studies, Environmental Policy/Law, Natural Resources Management or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Working Experience:

- At least 4 years of professional work experience at the national and/or international level in climate change adaptation or other closely relevant programmes. Working experience with the UN or other international development organization would be an asset.
- Experience in programme management in developing countries is desirable.

Languages:

- Fluency in English is essential. Working knowledge of French or other UN language is an asset

Competencies

Competencies and values

- Professionalism: demonstrated understanding of operations relevant to United Nations Environment Programme; technical capabilities or knowledge relevant or transferrable to United Nations Environment Programme procedures and rules; discretion, political sensitivity, and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts

and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;

Living conditions at duty station

The UN classifies Nairobi as class B duty station, entitling UN staff to bi-annual home leave.

Nairobi enjoys good living conditions for a developing country in Africa.

Comprehensive security advice and support is provided upon arrival.