|  |  |
| --- | --- |
|  | **UNITED NATIONS DEVELOPMENT PROGRAMME**  **JOB DESCRIPTION** |

|  |
| --- |
| **I. Position Information** |
| Job Title:  UN REDD Technical Specialist Department: Environment and Energy Unit  Reports to: Environment & Energy Team Leader  Contract Type: Fixed Term Appointment  Grade Level: P-3  Duration: One year renewable (until August 2013) |

|  |
| --- |
| II. Organizational Context |
| Cambodia has one of the highest levels of forest cover in Southeast Asia, with approximately 10.7 million hectares of forest in 2006 or 59% of Cambodia’s land area. Cambodia also has a relatively high rate of land-use change with Forestry Administration statistics showing that 379,485 hectares of forest were lost between 2002 and 2005/6, a deforestation rate of 0.5% per year.  A future mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the UNFCCC provides an opportunity to support Cambodia’s efforts to reduce levels of deforestation and help to maintain and protect this natural forest..  The Royal Government of Cambodia has shown early support for the development of approaches to REDD+ with the approval of two pilot sites in 2008 and 2009. In August 2009, the General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance as representatives of the RGC were granted observer status in the UN-REDD programme. Following this time the RGC with support from UNDP Cambodia and FAO Cambodia, prepared a REDD+ Readiness planning process, which led to the development of the Cambodia Readiness Plan Proposal on REDD+ (“Roadmap”), a document outlining how the country with develop policies and measures to become ‘REDD+ ready’.  The Cambodia UN-REDD National Programme forms part of this approach and has been specifically designed to support implementation of the Roadmap, which was been developed by the interim REDD+ Taskforce and stakeholder groups during the period January-September 2010. The UN-REDD programme has four outcomes:   1. National REDD+ Readiness Management arrangements and stakeholder consultation; 2. National capacity-building towards development of the REDD+ strategy and implementation framework; and 3. Sub-National REDD+ capacity-building and demonstration; 4. Support to development of the Monitoring system.   The programme design looks to fully incorporate relevant line ministries and agencies with FA, GDANCP and FiA being fully engaged within the implementing structures, while other ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated UN-REDD programmes globally.  A final programme agreement was signed between General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance representative of the Royal Government of Cambodia and UN-REDD in August 2011. Since this point in time the UN agencies have worked to make initial preparations for the beginning of the programme and an Inception Workshop was occurred the week of the 14th of November. At this workshop it was decided that the period from December to March would focus on establishment of the programme with approval of the first annual workplan being scheduled for March 2012.  The UN REDD Technical Specialist works under the supervision of UNDP ACD/Team Leader of Environment and Energy and will be based in the REDD+ Taskforce Secretariat, where he/she work closely on a day-to-day basis with the Secretariat Chief and Deputy Chief, assisting to develop their work-plans in line with the programme objectives of all three participating UN Agencies (FAO, UNDP, UNEP). Consequently, a close working relationship will need to be established and maintained with FAO and UNEP staff designated to work on the UN-REDD Programme.  The incumbent will work as part of the broader Secretariat and National REDD+ Programme team and responding to the needs of that programme where required and appropriate. The incumbent will also work closely the MRV Technical Expert as well as with stakeholders from outside government and other relevant ministries/agencies, and bilateral and multilateral development partners.  The incumbent will look for synergies with different programmes and where possible coordinate activities with that of other programmes or projects and or provide support to those programmes or projects where it is not to the detriment of their own assignment. |

|  |
| --- |
| III. Functions / Key Results Expected |
| **Summary of key functions:**   1. Support the day-to-day management of UN-REDD programme including coordination across agencies and with other programmes. 2. Provide advice to Government counterparts and facilitate knowledge building activities among stakeholders; |
| 1. **Support the REDD+ Taskforce Secretariat in the day-to-day management of UN-REDD programme including:** 2. Development of Annual and Quarterly workplans and Annual and Quarterly reports for UN agencies; 3. Provide close and regular technical backstopping to the Secretariat Chief, other members of the UN-REDD Team and other implementing entities for the implementation of various components of the UN-REDD programme; 4. Review of relevant policies and development of policy frameworks as well as the institutional arrangements for REDD+ development; 5. Organisation of and substantive contributions to a high level policy dialogue on development of a National REDD+ Programme; 6. Support the Secretariat Chief and other members of the UN-REDD Team in coordinating and supervising activities of national and international experts /consultants to secure timely production of planned outputs and the review of these outputs; 7. Assist the Secretariat Chief, Deputy and National Programme Director to coordinate and liaise with stakeholders – including line ministries, development partners, civil society, indigenous peoples and the private sector; 8. Ensure coordination with other REDD+ initiatives, in particular the CAM-REDD; 9. Ensure communication between different government agencies, national and international initiatives and stakeholders. 10. **Provide advice to Government counterparts and facilitate knowledge building focusing on achievement of the following results:**     1. Provide support and technical advice to the development of policy options and strategy for the design and implementation of Cambodia's National REDD+ Programme to the RGC and other development actors including support on the development of:        * 1. Benefit distribution mechanisms          2. A national registry          3. Conflict resolution mechanisms          4. Other elements of National REDD+ development as required     2. Share knowledge on REDD+ by (i) documenting lessons learnt and best practices from the UN-REDD programme and contributing to the development of knowledge based tools (including policies, strategies, guidelines, etc);     3. Provide timely quality information and technical advice to the RGC, UN Country Team, implementing partners, line ministries and other partners to ensure effective development and delivery of the UN-REDD national joint programme;     4. Coordinate institutional capacity assessments of relevant national, provincial and local entities along the REDD+ supply chain; and     5. Assist in the identification of technical expertise and lead on the preparation of TORs, identification and evaluation of experts, and reviewing reports produced;     6. Support to UNFCCC negotiations relating to REDD+. |

|  |
| --- |
| IV. Impact of Results |
| It is anticipated that the work of the Technical Specialist will have the following impacts:   * Increased understanding of National REDD+ Process amongst key stakeholder within government and outside * UN-REDD contributions to the National REDD+ process are effectively coordinated with work of other programmes and projects working on REDD+ and related issues * The REDD+ Secretariat is functioning effectively * Information gained from the development and implementation of the UN-REDD and National REDD+ Programme in Cambodia is shared at both the country and international levels * Enhanced capacity within Cambodia to further develop and implement a national approach to REDD+ |

|  |
| --- |
| V. Competencies |
| **Corporate Competencies:**   * Promoting Ethics and Integrity / Creating Organizational Precedents * Building support and political acumen * Building staff competence, Creating an environment of creativity and innovation * Building and promoting effective teams * Creating and promoting enabling environment for open communication * Creating an emotionally intelligent organization * Leveraging conflict in the interests of UNDP & setting standards * Sharing knowledge across the organization and building a culture of knowledge sharing and learning * Fair and transparent decision making; calculated risk-taking   **Functional Competency:**  **Advocacy / Advancing Policy Oriented Agenda: analysis and creation of messages and strategies**   * Creates effective advocacy strategies * Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and communication means * Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses * Uses the opportunity to bring forward and disseminate materials for advocacy work   **Building Strategic Partnerships: Identifying and building partnerships**   * Effectively networks with partners seizing opportunities to build strategic alliances relevant to the UN’s mandate and strategic agenda related to REDD+ * Sensitizes UN Partners, donors and other international organizations to UN-REDD’s strategic agenda, identifying areas for joint efforts * Develops positive ties with civil society to build/strengthen UN-REDD’s mandate * Identifies needs and interventions for capacity building of counterparts, clients and potential partners * Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments * Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved   **Innovation and Marketing new Approaches: Developing new approaches**   * Seeks a broad range of perspectives in developing project proposals * Generates for regional and innovative ideas and effective solutions to problems * Looks at experience critically, drawing lessons, and building them into the design of new approaches * Identifies new approaches and promotes their use in other situations * Documents successes and uses them to project a positive image * Creates an environment that fosters innovation and innovative thinking * Makes the case for innovative ideas from the team with own supervisor   **Promoting Organizational learning and Knowledge Sharing: Developing tools and mechanisms**   * Makes the case for innovative ideas documenting successes and building them into the design of new approaches * Identifies new approaches and strategies that promote the use of tools and mechanisms * Develops and/or participates in the development of tools and mechanisms, including identifying new approaches to promote individual and organizational learning and knowledge sharing using formal and informal methodologies   **Job Knowledge and Technical Expertise: In-depth knowledge of the Subject-matter**   * Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines * Serves as internal consultant in the area of expertise and shares knowledge with staff * Continues to seeks new and improved methods and systems for accomplishing the work of the unit * Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally * Demonstrates comprehensive knowledge of information technology and applies it in work assignments * Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work **assignments**   **Global Leadership and Advocacy for UN-REDD’s Goals: Analysis and creation of messages and strategies**   * Creates effective global advocacy messages/strategies * Contributes to the elaboration of a global advocacy strategy by identifying and prioritizing audiences and messages * Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses * Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level   **Client Orientation: Contributing to positive outcomes for the client**   * Anticipates client needs * Works towards creating an enabling environment for a smooth relationship between the clients and service provider * Demonstrates understanding of client’s perspective * Keeps the client informed of problems or delays in the provision of services * Uses discretion and flexibility in interpreting rules in order to meet client needs and achieve organizational goals more effectively * Solicits feedback on service provision and quality |

|  |  |
| --- | --- |
| **VI. Recruitment Qualifications** | |
| Education: | Master degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar. |
| Experience: | At least 5 years of working experience on REDD+, conservation, resource management, forest economic policy and community development livelihoods with experience in Cambodia preferable.  Strong facilitation and coordination skill  Experience of working in multinational teams to implement programmes involving different funding and implementing agencies  Experience of implementing programmes across the UN agencies and across Government are definite advantages  Experience the REDD+ developments at international, national and local levels.  Knowledge on the UNFCCC negotiations, decisions and guidelines for national systems in the context of REDD+, as well as national and international best practices within REDD+ and other natural resource management initiatives. |
| Language Requirements: | Proficiency in both spoken and written English; some competency in spoken Khmer is preferable. |

|  |
| --- |
| **VII. Signatures- Post Description Certification** |
| Incumbent *(if applicable)*  Name Signature Date |
| Supervisor  Name / Title Signature Date |
| Chief Division/Section  Name / Title Signature Date |