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

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| **I. Position Information** |
| Job Title: **UNREDD Coordinator** Department: Environment & Energy Cluster Reports to: UNDP Environment & Energy Team LeaderContract Type: Services ContractClassified Level: SB-4Duration: One Year |

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| 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 UNREDD Coordinator works under the supervision of the UNREDD Technical Specialist and will be based in the REDD+ Taskforce Secretariat, he/she work closely on a day-to-day basis with the Secretariat Chief and Deputy Chief.. The incumbent work as part of the broader Secretariat and National REDD+ Programme team and respond to the needs of that programme where required and appropriate. Administrative support will be supplied by FA, GDANCP and where needed by UNDP officers (e.g. regarding contractual issues). The incumbent will also work closely with the MRV Technical Expert as well as with stakeholders from 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.  |

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| III. Functions / Key Results Expected |
| **Summary of key functions:**1. Coordinate activities between UN and Government Agencies
2. Support the operations of the REDD+ Taskforce Secretariat
3. Coordinate the work of Technical Teams as well as consultants
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| 1. **Coordinate activities between UN and Government Agencies**
* Work closely with different UN and Government agencies to facilitate the development of quarterly and annual workplans, budgets, Terms of Reference and reports
* Coordinate scheduling and organise the national meetings
1. **Support the operations of the REDD+ Taskforece Secretariat**
* Participate in the development of programme documents including quarterly and annual reporting
* Develop communications and outreach material and the implementation of the communications, consultation and participation plan
* Organise for or conduct translation of relevant documents
* Take minutes for key meetings including those of the Taskforce and translate these into both English and Khmer for access by stakeholders
* Support the work of external consultants including operational arrangements, meetings, review and approval of reports and workplans, and translation when required.
1. **Coordinate the work of Technical Teams as well as consultants**
* Participate in the development of Terms of Reference of different technical teams
* Issues of invites for technical teams
* Support the day to day operations of the teams through circulation of documents, taking of minutes, coordinating meetings and feedback of information
* Facilitate the engagement of a broad stakeholder group with in technical teams
* Participate in the development of Terms of Reference for technical inputs
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| IV. Impact of Results  |
| It is anticipated that the work of the UNREDD Coordinator will have the following impacts: * Strong engagement from different Government agencies in the REDD+ development process;
* Effective operational engagement between UN agencies and Government implementing agencies – through regular submission of reports, updates and balance transfers;
* Effective engagement of a range of stakeholders through the regular meeting of technical teams;
* Strong coordination between consultants, secretariat and technical teams to ensure shared learning and programme development;
* Increased understanding of National REDD+ Process amongst key stakeholders within government and outside
* There is enhanced capacity within Cambodia to further develop and implement a national approach to REDD+
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| V. Competencies  |
| **Corporate Competencies:*** Demonstrates commitment to the UN’s mission, vision and values;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
* Ability to maintain effective rapport with different kinds of people.

**Functional Competencies:** *Knowledge Management and Learning** Shares knowledge and experience; and
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

 *Development and Operational Effectiveness** Strong analytical skills and the ability to master new material quickly;
* Ability to manage priorities in order to meet tight deadlines; and
* Good communications, interpersonal and report writing skills.
* Creativity and innovation abilities

 *Leadership and Self-Management* * Focuses on result for the client and responds positively to feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Remains calm, in control and good humored even under pressure;
* Ability to manage the work of teams, subordinates and consultants;
* Proven ability to work flexibly and independently as part of an interdisciplinary and/or multi-cultural team; and delivery quality results against tight deadlines; and
* Demonstrated capacity for leadership and management.
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| **VI. Recruitment Qualifications** |
| Education: | Master degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar. |
| Experience: | At least 3 years of professional management experience. Experience on REDD+, conservation, resource management, forest economic policy and community development livelihoods with experience in Cambodia preferable.Strong facilitation and coordination skillExperience of working in multinational teams to implement programmes involving different funding and implementing agencies.Experience of implementing programmes across the UN agencies and across the Royal Government of Cambodia are definite advantages. |
| Language Requirements: | Proficiency in both spoken and written English and Khmer. |

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