**Consultant (National) / Project assistant UN-REDD**

**Terms of Reference**

**Expert:**

**Output:** 2.1 & 2.2

**Responsible UN Agency:** FAO

**National/International:** National

**Duration:**

**Duty station:** Jakarta, Indonesia

**Background:**

The UN-REDD Joint Programme is a collaborative programme between UNDP/UNEP/FAO, aimed at coordinating national and international efforts in the creation of a post Kyoto agreement on REDD. The Programme was officially launched by the Norwegian Prime Minister and UN Secretary General in September 2008, and Indonesia was selected as one of the pilot countries.

The Ministry of Forestry Indonesia, together with FAO, UNEP and UNDP has successfully developed the UN-REDD National Joint Programme (NJP) for Indonesia. The NJP was signed by the Indonesian Government and the UN in November 2009.

The Objective of the UN-REDD NJP is “to support the GoI in attaining REDD-Readiness”. In order to secure this Objective, three Outcomes will be pursued:

Outcome 1: Strengthened multi-stakeholder participation and consensus at national level.

Outcome 2: Successful demonstration of establishing a REL, MRV and fair payment systems based on the national REDD architecture.

Outcome 3: Capacity established to implement REDD at decentralized levels.

To implement the NJP, a UN-REDD Programme Management Unit (PMU) is established at the Ministry of Forestry. The PMU includes a National programme Manager, a Chief Technical Advisor, three team leaders (one per outcome) and support staff. All staff will report to the National Programme Manager who in turn reports to the National Programme Director.

In the UN-REDD programme, FAO works with the Ministry of Forestry on Measuring, Reporting and Verification (MRV) and Reference Emission Levels (REL). FAO works closely with the PMU and the Ministry of Forestry staff to increase capacities, develop an MRV system, implement a Forest Inventory, develop a methodology for REL and establish REL. Most of these activities are to be implemented in 2011. In order to ensure timely and quality implementation of activities, UN-REDD (or FAO) is looking to recruit a project assistant for UN-REDD activities related to MRV and REL.

**Objectives:**

The over-all objective of the assignment is to contribute to the effective implementation of the UN-REDD programme, specifically through assisting the Ministry of Forestry and FAO. Hence the project assistant will work as part of the PMU together with the Ministry of Forestry and FAO UN-REDD programme staff on programme implementation.

**Supervision:**

Under the general supervision of the FAOR and the UN-REDD National Programme Director; under direct supervision of UN-REDD National programme Manager, Mrs Laksmi Banowati; in collaboration with programme staff from PMU, Ministry of Forestry and FAO.

**The project assistant will take on the following specific responsibilities**:

* Assist UN-REDD Team Leader 2 with day-to-day tasks
* Assist National Programme Director and Deputy National Programme Director in the Ministry of Forestry with their day-to-day tasks related to UN-REDD programme
* Liaise between FAO and PMU and Ministry of Forestry
* Provide administrative support where needed
* Provide logistical support where needed
* Collection of information on latest developments in REDD+
* Draft ToR’s for workshops, trainings, meetings, etc.
* Draft working papers and presentations
* Attend meetings related to UN-REDD
* Perform other duties as required

**Qualifications, Experience and Competencies**:

* Masters in Forestry, Environmental Science, Natural Resource Management, or similar.
* At least 2 years of working experience
* Knowledge of REDD+.
* Proficiency in both spoken and written English.