### Terms of Reference

**for UNDP Junior Professional Officers (JPOs)**

Please use this format to request a JPO for your office. Any UN/UNDP abbreviations should be spelled out in full. The TOR should be specific and comprehensive and have no more than three pages.

# General Information

**Title:** Programme Analyst

**Sector of assignment:** UN- REDD Programme

*(Indicate functional title and area of work; e.g., Programme management Officer/Gender)*

**Location:** Ulaanbaatar, Mongolia

*(Indicate duty station and country)*

**Agency:** United Nations Development Programme (UNDP)

**Duration of assignment:**

Two-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office.

# Supervision

**Name of Supervisor:** Bunchingiv Bazartseren

**Title of Supervisor:** Team Leader - Environment Unit

**Content and methodology of supervision:**

*(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)*

To be determined upon DOE

# Duties, Responsibilities and Output expectations

*(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)*

1. Programme/Projects Implementation Support (70%)

• Work under the direct supervision of the Environment Team Leader to support the implementation of the UN-REDD Programme;

• Assist with day-to-day management of the UN-REDD Programme and other related initiatives through fund management, monitoring and evaluation, reporting, project staff supervision, etc.;

• Effective application of Results Based Management (RBM) tools, establishment of management targets (Balance Score Card) and monitoring achievement of results.

• Coordination of programme implementation with the executing partners and agencies, especially FAO and UNEP, and relevant government ministries and departments.

• Support the facilitation of knowledge management (including awareness raising) within the country and with similar programmes/projects in Asia-Pacific; and

• Other activities, as determined by senior staff members of UNDP.

2. Portfolio Management Support (20%)

• Support strategic management and expansion of the environment portfolio of UNDP

• Identify new opportunities to develop new initiatives and mobilize financing;

• Develop and maintain effective working relationships with national institutions and development partners to ensure coordination and collaboration throughout the portfolio activities;

• Ensure effective communication with various stakeholders to secure strong support for the environment portfolio of UNDP;

• Promote cross-practice coordination and collaboration with other practice areas within UNDP to increase the quality and effectiveness of development results;

• Other activities, as determined by senior staff members of UNDP.

3. Operations (10%)

• Undertakes routine programme supports functions such as the initiation of a project, presentation of the project to Project Appraisal Committee (PAC), entering new projects into Atlas, finalization of contribution agreement; determination of required budget revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review.

• Performs the functions of second authority approver for e-requisitions, participates in recruitment processes for both projects and sub-office staff.

• Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions.

• Participation and facilitate the provision of information for the audit of environment projects.

• Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.

# Qualifications and Experience

**Education (only Master’s degree or equivalent):**

*(Indicate Master’s degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)*

Master's degree or equivalent in Environmental Science, Environment Economics, Physical Geography, Anthropology, Political Scienece or related field

**Work experience (at least 1 to 2 years relevant work experience):**

*(Indicate the desired work experience in key areas, if appropriate)*

• Two years of experiences in management of environment programmes;

• Experience in the policy development processes associated with forest carbon and sustainable development issues in the natural resource sectors;

• An understanding of the REDD agenda in the context of UNFCCC negotiations, the challenges and opportunities would be asset;

• Demonstrated ability to develop and maintain strategic partnerships;

• Demonstrated leadership, facilitation and coordination skills;

• Demonstrated ability to work in an independent and innovative manner;

• IT literacy, familiarity with e-presentation techniques and ability to operate with on-line web-based applications; and

• Working experience in an international organization is an advantage.

**Key competencies of the assignment:**

*(Indicate technical knowledge, professional/language skills)*

- In-depth knowledge of sustainable forest management as well as REDD+

- Fluency in both written and spoken English

# Learning expectations

## Upon completion of the assignment the JPO will have / be able to …

**Training components:**

*(Indicate training / learning activities, based on which learning programme will be structured)*

**Learning elements:**

*(Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO’s arrival at the duty station)*

# Background Information

*(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and national staff in the whole office and in the unit where the JPO will be working, etc)*

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

In Asia-Pacific, the Programme is currently supporting 14 REDD+ countries in readiness capacity development through a multi-faceted and flexibly structured approach/process to address many inter-related issues in six key areas: 1) Management of Readiness; 2) Stakeholder Engagement; 3) Implementation Framework; 4) REDD+ Strategy Setting; 5) Reference Scenario; and 6) National Monitoring System.

In Mongolia, the UN-REDD Programme is seeking to develop support for nationally-led REDD+ processes and to promote the informed and meaningful involvement of all stakeholders, including Indigenous Peoples and other forest-dependent communities.

Since becoming a partner country with the UN-REDD Programme in June 2011, Mongolia has embarked on a process to develop its capacity to engage with the emerging international mechanism under the United Nations Framework Convention on Climate Change known as REDD+ (Reduced Emissions from Deforestation and forest Degradation).

Mongolia’s decision to engage with REDD+ is consistent with the objectives of its National Development Strategy, as well as with the activities set out in Mongolia’s NAMA (Nationally Appropriate Mitigation Actions) in which it listed REDD+ as a national strategy which it would pursue to reduce greenhouse gas emissions from its forest sector.

Mongolia is often described as being ‘forest-poor’, though this is misleading. In fact it has over 12.8 million ha of forest cover – an area about the size of Bangladesh – but due to its extensive land area (157 million hectares), its forest land represents only 8% of its total land area (FAO, Forest Resource Assessment – Mongolia, 2010).

The forest areas of Mongolia can be divided into two broad zones: the northern boreal forests (Figure 1: orange and pink areas), and the southern Saxaul forests (yellow areas). Mongolia’s northern boreal forests extend over 11.5 million hectares and are being lost at an estimated annual rate of 0.74% per year, or just over 80,000 hectares each year (FAO FRA 2010:8). Mongolia’s Saxaul forests cover 1.9 million hectares are being lost at the alarming rate of 6.5% each year.

With extensive boreal forest cover, and a steady forest degradation rate, REDD+ offers Mongolia significant opportunities to both reduce the greenhouse gas emissions from its forest sector, and to reinvigorate the sector to improve its contribution to the national economy and to local poverty reduction. The Forestry Agency with the Ministry of Nature, Environment and Tourism is the focal point for REDD+ in Mongolia.

Include up-to-date **organigramme** of the office and indicate position of the JPO within the office structure.

# Information About Living Conditions at the Duty Station

*(Indicate briefly the main characteristics of the place of assignment)*

Mongolia, with a land area of about 1.6 million sq. km. and a population of about 2.7 million is the world’s most sparsely populated country. Landlocked between Russia and China, Mongolia has shown steady growth fuelled by the mining sector in the recent past. Mongolia’s human development index (HDI) has increased appreciably since 1995 and Mongolia is classified as a medium-human development country with an HDI of 0.653 and a rank of 110 out of 187 countries in 2011.

Ulaanbaatar, the capital of Mongolia, has an official population of about 850 thousand accounting for more than one third of the country's population. Unofficially the population is higher with growing urban poverty. Its climate is extremely continental, with long cold, dry winters and short, warm summers. The mean temperature falls below freezing for six to eight months of the year. Higher temperatures occur for three to four months in summer. Humidity is generally low (47 - 73%), especially in winter, and because of the dryness the cold is less noticeable. Moreover, the cold weather is relieved by the almost continuous blue sky and sunshine.

The official language, Mongolian, is spoken and understood throughout the country, while Kazakh is spoken by a minority in Western Mongolia. Russian is extensively spoken and English is becoming more popular in urban areas.

Ulaanbaatar has fairly good international flight and train connections. With regular flights every day operated by four different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All important locations in the country are accessible by air and road. There are no immunization and or vaccination requirements for people entering Mongolia.

International telephone, internet and fax services work well in Ulaanbaatar. There are several cellular telephone operator companies. Internet service is very popular in Ulaanbaatar at reasonable rates and wireless facilities are available in many locations.

The number of good hotels is increasing and American Express, Visa and MasterCard credit cards are accepted in major hotels and ATM machines in Ulaanbaatar and most provincial capitals. Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. There is a UN Dispensary. For those interested in obtaining more information on Mongolia, the following link is recommended: http://www.lonelyplanet.com/mongolia

UNDP opened its first office in Ulaanbaatar in 1973, although Mongolia began productive co-operations with the UNDP during the previous decade. UNDP Mongolia brings partners -- government, civil society, private sector and donors -- together to identify alternative development solutions to protect past human development achievements and to lay the basis for equitable and sustainable development during the transition to a political democracy and a market economy. More detailed information about UNDP Mongolia can be found the following website: http://www.undp.mn/

Information about current UNDP Mongolia projects in the energy and environment sector can be found in the following website: http://www.undp.mn/snrm.html

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| **Approved by:** |  | **Date:** |  |
|  | *(Name & Title of Head of Office)* |  |  |
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