### 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:** Colomobo, Sri Lanka

*(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:** Ananda Mallawatantri

**Title of Supervisor:** Environment Team Leader - Environment, Energy and Disaster Risk Management

**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 Sri Lanka, the UN-REDD Programme supports nationally-led REDD+ processes and promotes the informed and meaningful involvement of all stakeholders, including Indigenous Peoples and other forest-dependent communities.

As a signatory to the UN Framework Convention on Climate Change (UNFCCC), Sri Lanka is committed to addressing the threat of human-induced climate change through all sectors, both by increasing the resilience of its people and its ecosystems through adaptation measures, and by decreasing the intensity of climate change itself through mitigation measures.

Sri Lanka’s forests, uniquely among its land-use sectors, can make a significant contribution to both adaptation and mitigation. The Government, under the leadership of the Ministry of Environment (MoE), seeks to maximize this contribution by developing a national strategy for Reducing Emissions from Deforestation and forest Degradation, plus conservation, sustainable management of forests and enhancement of forest carbon stocks (REDD+).

The nation’s forests are of global significance, in social, environmental and historical terms. As an island, Sri Lanka’s 2 million ha of forests are rich in endemic species of flora and fauna. They are also host to the remnants of a unique ancient civilization, in which power rested with those who controlled waterways and irrigation systems. The indigenous Veddha people, though newly-accustomed to settled village life, retain a wealth of knowledge and wisdom on the important products and services that these unique ecosystems provide.

Having emerged only recently from a debilitating 30-year internal conflict, many areas of the country were cut off from development and economic growth. Sri Lanka’s forests are therefore particularly vulnerable as roads and other infrastructure expand. Moreover, home garden systems, known as ‘forest analogues’, cover 22% of the land area and contribute the majority of the country’s timber and fuelwood supply. As the tea and rubber industries continue to grow, it is essential that this crucial aspect of the rural economy is preserved.

The unique value of Sri Lanka’s forests, and the nature of the threat they face, makes the country a strong candidate for an effective National REDD+ Programme.

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)*

This assignment is based in Colombo, Sri Lanka. Colombo, the country’s largest city is very colourful, vibrant and is the commercial capital of Sri Lanka. An interesting mix of modern life and colonial ruins, Colombo is located on the west coast of the island and adjacent to the administrative capital, Sri Jayawardenepura Kotte.

Colombo has most of the amenities found in a modern city, including numerous shopping malls and relatively high quality of life indicators. The cost of living expenses are reasonable and excellent health services are available.Well qualified general practitioners, surgeons and special¬ists are available in Colombo. It is not normally necessary to travel abroad for medical consultation except for complicated illnesses.

Colombo's climate is fairly temperate all throughout the year but humidity is usually high. From March to April the temperature averages around 31 degrees Celsius (88 degrees Fahrenheit). The only major change in the Colombo weather occurs during the monsoon seasons from May to August and October to January when heavy rainfalls occur.

Sri Lanka became a member of the United Nations on 14 December 1955. In 1978, a new constitution changed the form of Government from Parliamentary to Presidential. The present Executive President is Mr. Mahinda Rajapaksa. The armed conflict between the Government and Tamil separatists fighting for a separate Tamil State that lasted for over 20 years, ended in May 2009.

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