### 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:** Hanoi, Viet Nam

*(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:** Dao Xuan Lai

**Title of Supervisor:** Team Leader - Environment & Energy

**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 Viet Nam, 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), Viet Nam 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.

Viet Nam’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 Agriculture and Rural Development (MARD), seeks to maximize this contribution by developing a national programme for Reducing Emissions from Deforestation and forest Degradation, plus conservation, sustainable management of forests and enhancement of forest carbon stocks (REDD+).

Vietnam has a natural area of over 33.12 million hectares, of which 12.6 million ha of forests and 6.16 million ha of barren land are targeted for agriculture and forestry production. Thus, the forestry sector has been managing and running production activities on the largest area of land, as compared with other sectors in the national economy. The forest land area is distributed mainly in the ountainous and hilly areas of the entire country, where 25 million people from different ethnic groups live. These people have low education levels, backward farming practices, slow economic development and many livelihood problems.

Forestry not only creates forest products as commodities and services contributing to the national economy, but also plays an important role in environmental protection, such as watershed protection, soil and water conservation, and climate regulation, contributes to protecting national security as well as border and island areas; and makes vital contributions to livelihood improvement and poverty reduction for people in the rural and mountainous

areas.

The unique value of Viet Nam’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)*

Living conditions in Hanoi are relatively good by developing country standards. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups. (Please see UNDP Intranet for more information)

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