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| UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE | |
|  | | | | I. Position Information |
| Position Title: Programme Analyst  Agency: United Nations Development Program (UNDP)  Supervisor: Portfolio CESA Manager  Type of Contract: Service Contract (SC |
|  | | | | Duration of contract: One year (Initially)  Application Deadline: May 2020  Level: SB-4/5  Du Station: Säo Tomé |
| Il. Organizational Context | | | |
| The United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. Within this challenging scenario, partnership development is a crucial aspect for the achievement of UNDP goals and the engagement of different institutions among the private and public sectors.  Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once. UNDP has recently launched its ambitious "Climate Promise" which will support 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is leveraging its extensive expertise and capacities across the world, including through our donors and partners, to support country offices.  S/he will work in close collaboration and partnership with the national authorities responsible for institutional and technical climate change thematic areas, such as the General Directorate of Environment, the Ministry of Agriculture, the Ministry of Planning, Finance and Blue Economy and will build a contextualized knowledge base supported by the global existing and emerging trends.  Additionally, the Programme Analyst will provide technical backstopping to the on-going interventions of UNDP CO in the country's transition towards renewable energies. S/he will contribute to defining UNDP CO future intervention in the energy sector and to the identification and formulation of proposals for financing. | | | |
| Ill. Functions I Key Results Expected | | |
| Summary of key functions:  Delivery, monitoring and reporting of Climate Promise and Environment related projects  Stakeholder management, partnership coordination, and external relations Knowledge management and innovation | | |

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|  | Delivery, monitoring and reporting of Climate Promise and Environment related projects focusing on the achievements on the following results (40%)  Conduct thorough analysis and research of the political, social, economic and environmental situation in the country and preparation of substantive inputs to strategies, reviews, evaluations and project designs;  Review and revise workplans and budgets and provide inputs to the preparation of results-based work plans;  Coordinate day-to-day implementation of climate promise, NDC Support Programme and other climate change related projects and programes led by UNDP in the country.  Support the preparation of project progress reports and related presentations, briefings, knowledge products and relevant documents as required;  Support the quality assurance of the portfolio through the substantive and financial monitoring of projects, including through field visits, to identify operational bottlenecks and develop recommendations for effective solutions; Liaise with the regional technical advisor/hub focal point on the implementation progress and advise of any deviations from the project plan;    office and regional technical advisor/hub focal point;  Support the recruitment of consultants and service providers and the administration of contracts through drafting TORs, finalizing advertisements, screening, long and short listing, interviews; Maintain records of project files and other supporting documents;  Prepare project completion reports and ensure compliance with contractual obligations;  Provide strategic support to all aspects of the climate and environment portfolio through anticipatory action, proactive monitoring, data mining, production of studies and processes supporting the alignment of the portfolio targets with the UNDP CO Country Programme Document (CPD) and Business Plan.   1. Stakeholder management, partnership coordination, and external relations focusing on the achievements on the following results (40%)   Support the coordination and management of communications with donors, implementing partners, and other cooperation agencies;  Liaise and build relationships with government counterparts, other United Nations (UN) agencies, international non-governmental organizations (I/NGOS), academia, private sector, civil society, and other relevant stakeholders;  Support the establishment of strategic partnerships and management of external relations;  Conduct analysis and research of information on partners and donors for the preparation of substantive briefs on possible areas of cooperation, identification of cooperation opportunitie   1. Knowledge management and innovation (20%)   Identify capacity building needs on climate change issues to the different national stakeholders, including the government climate, develop training programmes and support their implementation;  Contribute to knowledge building and sharing related to the current and emerging trends in the fields of sustainable development, climate change, energy, resource efficiency; special focus will be given to sharing trends and successful actions from other SIDS in those fields;  Contribute to the compilation and dissemination of best practices and lessons learned through relevant knowledge platforms including the UNDP Global Community of Practices related to Energy, Climate and Environment;  Identify and synthesize of best practices and lessons learnt directly linked to the Climate Promise and the climate/environment portfolio;  Keep well-informed of new developments and innovative approaches/solutions in the areas of climate change and environmental management and actively contribute to the office learning process and corporate knowledge tools. |
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Key results:

Climate Promise and Energy-related projects delivered, monitored and reported

Coordination with partners and stakeholder assured

Knowledge management and innovation in project cycle guarantee

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| IV. Impact of Results | | |
| The key results have an impact on the accurate, safe, cost-effective and timely execution of the CO services. | | |
|  | V. Com etencies | |
| Corporate Competencies: | |
|  | rds a Promotes the vision, mission, and strategic goals of UNDP a Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability  D  Functional Competencies:  Knowledqe Manaqement and Learninq a Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example a Actively works towards continuing personal learning and development in one or more Practice  Areas, acts on learning plan and applies newly acquired skills  Development and Operational Effectiveness a Ability to lead strategic planning, results-based management and reporting a Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects a Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery a Ability to implement new systems and affect staff behavioral/attitudinal change a Strong IT skills, knowledge of ATLAS system desirable a Excellent knowledge of financial rules and regulations, accounting a Excellent knowledge of Results Management Guide and Toolkit  Manaqement and Leadership a Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback a Consistently approaches work with energy and a positive, constructive attitude a Demonstrates good oral and written communication skills a Demonstrates openness to change and ability to manage complexities | |
| VI. Recruitment Qualifications | | |
| Education: | | Advanced Degree in Business and Management, International Relations, Public Administration, Law, Agricultural sciences, Environmental Sciences, Engineering or other natural or social    sciences related to natural resources management and/or sustainable development. |

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|  |  | Master's Degree in climate/adaptation/sustainable development related areas will be an asset. | | | |
| Experience | Years of work experience: 3 years   1. A minimum of three years of work experience related to sustainable development, climate change, natural resource management or environmental protection; 2. Demonstrated experience in the areas of project development, planning, implementation, and monitoring; 3. Experience working with the UN or another international organization is not mandatory, although it will be an asset; 4. Experience working with multi-donor and/or vertical funded (GCF,   GEF, AF, LDCF/SCCF) projects is highly desirable;   1. Experience working in a multi-cultural setting is desired; rperiencehtheæscof-axERP-systc:wis-an-added-advantage, | | | |
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| Language Requirements: | English (Mandatory), Level — Fluent Portuguese (Mandatory), Level — Fluent  French (an asset) | | | |
| VII. Signatures- Job Description Certification | | |  |  |
| Supervisor  Maria Teresa Mendizabal, Portfolio CESA Manager Date: 01.05.2020 | | | Signature: | .1 |
| Katarzyna Wawiernia, Resident Representative Date: 01.05.2020 | | | Signature: |  |