

I. POSITION INFORMATION

Position: Development Project Coordinator

Vacancy Announcement: UNEP Brazil Office

Type of Contract: Service Contract (SB5)

Duration: 12 months (renewable)

Duty station: Brasília/DF

Closing date for application: November 8th, 2020

II. ORGANIZATIONAL CONTEXT

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system, and serves as an authoritative advocate for the global environment. Our mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. Our vision is based on developing responses and deploying solutions that aspire to achieve the long-term goals of climate stability, living in harmony with nature and achieving a pollution-free planet. Based on long term aspirations, it focuses on three principal areas of intervention, outlined in three thematic subprogrammes: Climate Action, Nature Action and Chemicals and Pollution action. To cement the foundations of its thematic work, UNEP will step up on the delivery of its core mandate areas, catalyzing actions outlined in two foundational subprogrammes: Science-Policy and Environmental Governance. All this work will be accelerated through a set of systemic actions focused on the delivery of impact at scale, outlined in two enabling subprogrammes: Finance and Economic Transformations and Digital Transformations.

The UNEP's Latin America and the Caribbean Office is located in Panama City, Panama and has offices in Brazil, Jamaica, Mexico and Uruguay. The UNEP Country Office in Brazil is a key development partner of the Brazilian government and supports national and sub-national public and private sector institutions and civil society to achieve a more sustainable and inclusive society by creating a new relationship between people and nature, and between economic growth and environmental sustainability.

In this context, to meet specific country needs and demands, the Country Office in Brazil has designed a programme portfolio focusing on three mutually reinforcing work streams crafted around three teams:

1. Climate Change
2. Nature Action
3. Chemical and Pollution Action

This TOR is intended for the hiring of a professional who meets the requirements to act as Project Development Coordinator for the Pollution Area. Eliminating pollution is central to improving human well-being and prosperity for all. This subprogramme will work towards the goal of a "Pollution-free Planet" through its related 'Implementation Plan'¹. A pollution-free planet will enhance human health, well-being and prosperity for all, especially benefitting the poor and disadvantaged. Environmental quality and its positive implications for reducing inequity, poverty, and vulnerability are powerful motivations to move to a pollution-free planet. Healthy economies and communities depend on responsibly managed nature and climate. Addressing air pollution and waste are powerful climate mitigation actions, especially when taken against short-lived climate pollutants.

¹ Implementation Plan "Towards a Pollution-Free Planet" adopted at the fourth session of the United Nations Environment Assembly (2019) through resolution UNEP/EA.4/21

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The UNEP Brazil Office works in an integrated manner with the UNEP's Latin America and the Caribbean Office and Regional Sub-Coordinators in anchoring national programme portfolio in the design of new projects and partnerships as well in identifying funding opportunities that can address national priorities in the UNSDF and SERP's scope.

This position is based in the UNEP Brazil Office.

III. FUNCTIONS / KEY RESULTS EXPECTED

Under the overall guidance of the UNEP Brazil CO Representative and direct supervision of the Senior Programme Officer, the Development Project Coordinator is an integral part of the programme team and is responsible for developing programme strategy and national narrative, proposing new projects, overseeing the implementation of project activities under her/his purview, for the day-to-day management of the projects cycle management of each area above mentioned (Climate, Nature and Pollution).

The incumbent will be responsible for the following duties:

- Develop a programme strategy for the UNEP Medium Term Strategy 2022 -2025 and it's relates PoW with the aim at nationalizing the work stream, including the drafting of a narrative to the Brazilian scenario;
- Identify and propose new projects;
- Participate in the development, implementation and evaluation of assigned programmes/projects;
- Monitor and analyze programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions;
- Manage activities undertaken by executing entities to oversee the execution of the projects;
- Coordinate technical discussions and prepare minutes of the meetings with partners;
- Coordinate the execution of activities and studies conducted by researchers and partner institutions, following the guidelines established by UNEP;
- Develop stakeholder analysis to identify key governmental and non-governmental partners for projects and campaigns;
- Develop an internal assessment of strengths, weaknesses, opportunities and threats for each main programmatic area, according to UNEP Mid Term Strategy;
- Maintain regular contact with UNEP Latin America and Caribbean Office Sub Coordinators, to follow-up and keep the project in line with other global UNEP initiatives in the area;
- Participate in workshops, seminars, meetings and other events, when requested;
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
- Undertake survey initiatives, design data collection tools; review, analyze and interpret responses, identify problems/issues and prepare conclusions;
- Prepare various written outputs, e.g. briefings, draft background papers, analysis, sections of reports and studies, inputs to publications, etc;
- Provide substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Undertake outreach activities, conduct training workshops, seminars, make presentations on assigned topics/activities;

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- Participate in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries;
- With the support of Project Officers, liaise with UNEP divisions and sub regional coordinators in order to gather inputs for a fundraising strategy;
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepare related documents/reports (pledging, work programme, programme budget);
- Performs other duties as required.

IV. TRAVEL

Costs with missions/travels in order to meet the objectives and results stated in this Term of Reference are not included in the total amount mentioned above and shall be covered by the Office, if necessary.

V. REPORTING LINES

The Service Contractor will perform its duties and responsibilities under the direct supervision of the UNEP Brazil Office Senior Programme Officer.

VI. IMPACT OF RESULTS

All services to be performed under this Term of Reference (ToR) will have a direct impact on the development and implementation of the UNEP Brazil Office.

VII. COMPETENCIES AND CRITICAL SUCCESS FACTORS

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to specific area of work. Ability to identify issues, analyze and participate in the resolution of issues/problems. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Accountability: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated

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assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

VIII. RECRUITMENT QUALIFICATIONS

Mandatory Academic Background

- Advanced university degree (Master's degree or equivalent) in sustainable development, economics, natural resource management or related field is required.

Mandatory Work Experience

- A minimum of six (6) years of progressively responsible experience in project or programme management, administration or related area is required;
- Demonstrated experience in analyzing large quantities of data is required.

Desirable Work Experience

- Experience and understanding of the methodologies and processes related to the indicators of Sustainable Development Goals;
- Experience in working with the UN System and at international level;
- Experience in working with multiple stakeholders and intergovernmental processes.

Mandatory Skills

- Good Interpersonal relationship skills to work closely with partners and the project coordinating team;
- Ability to make inter-institutional articulation and to establish interfaces among project partners, government bodies, institutions, companies, and others;
- Capacity to write technical reports, texts and documents;
- Ability to make effective use of software and other tools required for the position;
- Capacity to assist in the technical evaluation of the products and activities submitted to the coordination of the project;
- Ability to deal with confidential issues;
- Ability to perform planned activities in accordance with the guidelines provided.

Language requirements

- Fluency in Portuguese and English is required. Knowledge of additional UN languages would be an asset.

Mandatory skills

- Expertise in the programmatic area related to the services to be performed;
- Knowledge of UN procedures, and GEF rules and function will be an asset;
- Good communication and capacity for writing texts, documents, reports and correspondences;
- Ability to make inter-institutional articulation and to act in close contact to the following interfaces: government bodies, institutions, companies and others;
- Advanced Computer skills with experience in spreadsheet packages (MS Word, Excel, etc.);

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- Interpersonal skills, such as initiative, responsibility, teamwork, flexibility and capacity to work under pressure.

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNEP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Qualified candidates may submit their applications by e-mail, in ENGLISH, including:

1. Application letter containing the expected remuneration;
2. Detailed curriculum vitae (**Personal History Format - P11**). This form is available at: <https://www.br.undp.org/content/brazil/pt/home/jobs.html>

Applications must be sent to the e-mail elisa.tavares@un.org by no later than **November 8th, 2020, 23:59 (Brasília time)** quoting reference "**Process 12/2020 Development Project Coordinator | UNEP**".

Applications received after the deadline will not be considered.

Only short-listed qualified candidates will be contacted for interview and written assessment phases.

Individual application confirmation receipts will not be issued due to the volume of applications.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.