



United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

Vacancy Announcement for Consultancy with UNEP

Terms of Reference (ToR)

Duty station: Paris, France

Unit: UNEP Division for Technology, Industry and Economics (DTIE),
Urban Environment Programme

Duration: 6 months with possibility of extension

Conditions: This vacancy is offered as a full time consultancy to UNEP DTIE

Salary: Depending on background and experience of the successful candidate, remuneration will be offered up to a maximum amount of US\$ 4,000 per month

Start date: As soon as possible

Deadline for applications: 8 August 2011

1. Summary of the assigned duties

- Assist in coordination of the work programme with Cities Alliance on better addressing environmental issues faced by cities, in particular the pilot-testing in close cooperation with key partners as well as the preparation of a the production of a practical methodology in the form of a publication;
- Closely coordinate the set-up of an on-line clearing house on cities and climate change with the hired web development agency, further develop the content with key partners such as the World Bank and UN-HABITAT, prepare an outreach strategy and develop a mechanism to regularly update its content;
- Support the development of global activities undertaken with strategic partners as it relates to an urban environmental framework and carbon financing mechanisms for cities;
- Assist in coordination of the overall cooperation with UN-HABITAT, as a strategic partner in this work programme;
- Contribute to outreach activities of the Urban Environment Programme.

2. Background

The UNEP Urban Environment Programme has the mission to integrate the urban dimension of global environmental issues and to encourage a more consistent approach within UNEP. More specifically, the programme aims at promoting the link between local and global agendas and action. For instance, the programme supports networks of cities in addressing climate change and interventions that have both local and global benefits.

Furthermore, the Urban Environment Programme also promotes a better integration of environment in urban strategic planning and of sustainable urban development in green economy and overall sustainable production and consumption. The Urban Environment Programme acts as the UNEP focal point for collaboration with Cities Alliance, UN-HABITAT and ICLEI - Local Governments for Sustainability.

UNEP and Cities Alliance developed a three-year work programme to contribute to better addressing the environmental issues faced by cities especially in developing countries, including the climate impacts. This three-year programme is implemented in close collaboration with the World Bank and UN-HABITAT. In order to achieve this overall objective, the project is providing support to cities and Cities Alliance members



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in integrating the environment in City Development Strategies design and implementation, as well as providing a body of knowledge to cities in their long-term strategic planning. At last, the project aims at strengthening cooperation between UNEP and other development partners on the particular issue of cities and climate change.

UNEP and the Korean City of Gwangju agreed to co-host the '2011 Gwangju Summit of the Urban Environmental Accords' as well as undertaking two studies on the development of a Sustainable Index for cities in order to measure their environmental performance and the feasibility of developing a mechanism for urban carbon financing based on the Clean Development Mechanisms (CDM). The preparations of the Summit also include developing a web portal on good urban environmental practices.

3. Duties of the Urban Environment Consultant

Under the overall coordination of the Chief of the Sustainable Consumption and Production Branch and direct supervision of the Programme Officer in charge of the Urban Environment Programme, the consultant will:

- Assist the Programme Officer in coordinating the development of a methodology for better integration of environmental concerns in strategic urban planning, in particular during the pilot-testing phase and the preparation of the practical methodology;
- Contribute to the finalization of the Knowledge Centre on Cities and Climate Change, prepare the launch of the web portal and awareness raising activities as well as assist in keeping the clearing house database up-to-date;
- Contribute to UNEP's inputs to Joint Partnership between the World Bank, UN-Habitat and Cities Alliance on cities and climate change, in particular as it relates to the development of the second phase of such joint Partnership;
- Assist in the preparations of the Gwangju Summit and provide inputs to the follow-up activities with Gwangju (Urban Environmental Index and Urban CDM);
- Assist in the final preparation, participation and drafting minutes of the monthly Joint Operations and Coordination (JOC) meetings with UN-HABITAT;
- Contribute to the organization of any meetings, EGM or side-event that would be convened to support the above activities;
- Prepare general communication material in English, including brochure, website update, urban environment newsletter, PPT presentations etc;
- Assist Programme Officer in overall day-to-day urban activities.

4. Required Qualifications

The successful candidate should meet the following criteria:

Education

An advanced university degree in urban planning, geography, environmental management or architecture or a first university degree with a relevant combination of professional and academic qualifications. Specialization in the field of sustainable urban development is highly preferable.

Work experience



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A minimum of three years experience in dealing with urban environmental planning and management is required. Work experience with local authorities as well as in a developing country context is a strong asset. First project management and co-ordination experience, especially from UN and/or at the international level is an asset, as is such experience within the area of urban development. Moreover the candidate shall have good interpersonal and communication skills. Previous exposure to cross cultural and multi-ethnic working environment is an asset.

Language

English is the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is an absolute requirement. Knowledge of a second official UN language, preferably French, is an advantage.

Professionalism

The candidate shall demonstrate professional competence in the area of sustainable urban planning and management. The candidate shall have the ability to deliver outputs by deadline and work under pressure within tight deadlines. The candidate shall be able to develop clear goals that are consistent with agreed strategies and action plans and identify priority activities. The candidate shall have the ability to prepare briefing notes and reports that are clear, concise and meaningful for both technical and non-technical audiences. The candidate shall establish and maintain good working relationships with a broad range of people to implement organizational objectives.

Applications are to be sent by e-mail to maike.christiansen@unep.org no later than 8 August 2011.

Applications must include:

- A covering letter and
- The UN personal history form (P11) - attached to this vacancy announcement