

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

ENVIRONMENT/RISK MANAGEMENT

Sector of Assignment:

Energy and environment

Country:

Bolivia

Location (city):

LA PAZ

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Deputy Resident Representative

Content and methodology of supervision:

The incumbent will be under the overall supervision of the Programme Unit Manager, and supervised and guided directly by two programme unit heads: Risk Management and Environment. These two units work as an integrated unit.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

In the context of the Bolivia UNDP Country Programme Document (CPD), the incumbent will contribute to the implementation of UNDP strategy in the field of risk management and environment through the fulfillment of the following duties and responsibilities:

- a. Participate in the design of programmes/projects integrating disaster risk management and adaptation to climate change in current and future scenarios for the country's development process;
- b. Contribute to the formulation of innovative methodologies and tools for strategic territorial planning, mainstreaming disaster risk management and adaptation to climate change into sustainable development planning at the departmental/municipal levels;
- c. Research and systematize current and new information to feed concept papers on the different disaster scenarios that affect Bolivia on a recurrent basis;
- d. Participate in the formulation of proposals for public sector policies and strategies on disaster risk management and adaptation to climate change;

- e. Participate in the formulation of proposals for the management and conservation of natural resources; financial models to pay for environmental services; sustainable productive models, among others;
- f. Foster coordination between the Climate Change and Disaster Risk Management projects and professionals from UNDP and other UN agencies and non-UN partners;
- g. Participate in UNDP´s knowledge networks related to disaster risk management and energy and environment.
- h. Support the preparation of programmes/projects annual work plans and reports on risk management and environment;
- i. Promote the advance of the 8-point gender agenda in the UNDP Bolivia disaster risk management and energy and environment portfolios;
- j. Prepare write-ups on the CCR Cluster Country Review thematic areas for public information purpose.
- k. Liaise with other multilateral and bilateral donor agencies, NGOs, and private institutions;
- l. Perform other duties as required.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

MA/MSc degree in: natural science, geography, environment, economy, planning or management.

Work Experience (at least 1 to 2 years relevant work experience):

One to two years of relevant work experience in disaster risk management and environment –climate change adaptation related areas such as development planning, urban risk, early recovery, agriculture and infrastructure, project formulation, monitoring and evaluation.

Key Competencies of the assignment:

Key competences of the assignment: Spanish/ English; excellent user of main computer softwares; ability to work in teams; inter cultural awareness and sensitivity.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

A learning programme will be prepared including the following themes:

- The Millennium Development Goals
- UN Reform and managing change in UNDP
- PRINCE 2 (project management)
- Risk Management and environmental strategies in Bolivia: basic facts and trends

The incumbent will also have the opportunity to develop and strengthen, among others, the following competencies: negotiation skills in a multi-cultural environment; oral and written presentation skills and others according to his/her individual requirements.

VI. Background Information:

On the basis of the UNDAF, (United Nations Development Assistant Framework), the CPD (Country Programme Document) and the CPAP (Country Programme Action Plan) the incumbent is expected to support the Country Office in the generation of outputs and achievement of outcomes in the areas of Risk Management and Energy and Environment. In this context and within the framework of annual work plans of the CO and programme units, the incumbent and supervisors will agree on the main products that he/she will be expected to achieve annually

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

La Paz is the capital city, and with the neighbouring city of El Alto, the most populous of the country, with 2 million inhabitants. At 3.600 meters above sea level , La Paz enjoys a dry and mild climate most of the year. It is relatively safe from typical tropical diseases. Medical services are of very good quality.

La Paz is an affordable city for living, in comparison with other cities in South America and is known for being one of the safest capital cities in South America. It is surrounded by stunning mountain ranges, snow-capped year round.

Amenities and international standard means of information and communication (cable TV, internet, international press etc.) are easily available.