

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Climate Change Programme Officer

Sector of Assignment:

Energy and environment

Country:

Burkina Faso

Location (city):

OUAGADOUGOU

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Energy & Environment Advisor/Team Leader

Content and methodology of supervision:

The incumbent will be managed on a day-to-day basis by a full-time Programme Officer, based in the UNDP Burkina Faso in Ouagadougou. Under the direct supervision of the Team Leader of UNDP Energy and Environment Unit as well as the Climate Change specialist, the incumbent assists in performing functions to support implementation of on-going Climate Change projects and provides support to stimulate additional investments in emission reductions and low carbon solutions.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

The incumbent will be managed on a day-to-day basis by a full-time Programme Officer, based in the UNDP Burkina Faso in Ouagadougou. Under the direct supervision of the Team Leader of UNDP Energy and Environment Unit as well as the Climate Change specialist, the incumbent assists in performing functions to support implementation of on-going Climate Change projects and provides support to stimulate additional investments in emission reductions and low carbon solutions.

1. Provide general support to the Unit by:

- a) Provide substantive support in the implementation of the Climate Change programme with an efficient delivery of project's activities within the allocated budget and timeframe
- b) Monitoring Climate Change programme and the utilization of project funding and reviewing and analyzing information contained in reports (quarterly project reports,

financial report etc)

c) Managing the accuracy and update information on the web related to the Climate Change and CDM

d) Compiling, synthesizing and analyzing the information necessary to develop the pipeline of Climate Change and CDM project

e) Identify and attract additional funding of Climate Change and CDM

f) Enhance the UNDP's profile and visibility in the Climate Change and CDM

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

- Post-graduate degree in environment and energy

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

- At least 3 years of professional work experience
- General project management experience, ideally in international context; Skills in facilitation and coordination, and demonstrated ability to work in team and work under pressure
- Experience in working of projects for the Energy and Environment, in particular Climate Change
- Proven ability to manage financial, human and material resources
- Excellent ability to liaise with institutions and interact with people of any level;
- Solid knowledge and experience of climate change issues
- Knowledge of the key stakeholders in the field of Climate Change

Key Competencies of the assignment:

- At least 3 years of professional work experience
- General project management experience, ideally in international context; Skills in facilitation and coordination, and demonstrated ability to work in team and work under pressure
- Experience in working of projects for the Energy and Environment, in particular Climate Change
- Proven ability to manage financial, human and material resources
- Excellent ability to liaise with institutions and interact with people of any level;
- Solid knowledge and experience of climate change issues
- Knowledge of the key stakeholders in the field of Climate Change

V. Learning Expectations:

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

JPO method is also a mechanism of learning. This position is thus proposed in the optics of a step of progressive training of the holder. This learning will be done according to the following method:

- familiarisation with the policy and the procedures of the UNDP, - participation in the training schemes within the office and the head office of the UNDP,
- practical effective of various tasks of design on the set of themes plan, activities of management and follow-up programs/projects in the field of the environment,
- self-tuition of the civil servant by benefiting from existing competences in the office and synergies of interactive training of the personnel. This approach will have to allow:
- to forge/reinforce the capacities of JPO as regards control of the programs of

development and preparation of technical files/documents;
- to acquire basic aptitudes and of capacities of adaptation and team work. With the exit of its three years assignment, le/la JPO will be able to write reports/ratios of substance in the field of the environment.

VI. Background Information:

UNDP is seeking a Programme Officer for the Climate Change projects. The United Nations Development Programme is supporting the Convention and its Kyoto protocol by a range of activities, including the adaptation, the mitigation of Climate Change and the promotion of CDM project.

Burkina Faso has recently been selected as one of the pilot country for the initiative of "UNEP-UNDP partnership programme, "Climate Change and Development- Adapting by Reducing vulnerability (CC-DARE)", with a grant by the Government of Denmark, launched on 1 February 2008, which is intended to remove barriers for the integration of climate change risks into development planning and decision-making frameworks. The experience of UNDP Burkina Faso as an implementing agency of the Global Environment Facility (GEF), in particular with the project, "National Capacity Self-Assessment" since 2005 (identify the national priorities and needs for capacity building to address global environmental issues in order to stimulate and focus domestic, bilateral, and international capacity building actions to meet the articulated needs. Emphasis on linking global environmental obligations particularly relating to climate change, biodiversity, and desertification and land degradation) will facilitate the implementation of CC-DARE in Burkina Faso.

In the domain of Climate Change Adaptation, since the ratification of Kyoto Protocol in 2005, UNDP Burkina Faso as an implementing agency of GEF, supporting government to conduct the National Adaptation Programme of Action (NAPA). In November 2006, the document was validated nationally and submitted to the UNFCCC during the COP 13 in Bali. Today, UNDP Burkina Faso is developing the NAPA follow up project in collaboration with national party and mobilizing different partners.

In the domain of mitigation of Climate Change, the UNDP Millennium Development Goals (MDG) Carbon Facility will play an important role in creating a concrete project pipeline, especially in countries in West Africa with low development of carbon markets. UNDP Burkina Faso has launched a study "Evaluation of potential opportunity of CDM in Burkina Faso" in December 2007 and currently developing a pipeline project of CDM with a member of DNA to be submitted under the initiative of MDG Carbon Facility. In order to optimize the access to carbon finance, UNDP Burkina Faso has launched the DNA capacity building project in 2008. The project intends to build a capacity of DNA members, the promotion of CDM projects and also to coordinate the different donors intervening in CDM in order to provide the transparency and credibility of CDM. The experience of UNDP as a lead agency since 2005 in the domain of Environment will certainly facilitate to attain the objective of this project.

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

Ouagadougou is classified like station C. The city has a good school infrastructure for the French children as well in English. For further information, you can consult our Web site: www.pnud.bf