

TERMS OF REFERENCE Junior Professional Officers (JPO)

I. General Information:

Title:
Climate Change and Disaster Risk Management Officer

Sector of Assignment:
Energy and environment

Country:
Bhutan

Location (city):
Thimphu

Agency:
UNDP

II. Supervision:

Content and methodology of supervision:

- The JPO will produce an annual work plan, including 5 key results in consultation with the supervisor;
- The JPO will report on issues related to his/her work and receive guidance and advice from the supervisor;
- The supervisor will, on a bi-annual basis and as and when required, review work progress together with the JPO and discuss possible actions to be taken to overcome obstacles and improve progress.
- The Supervisor will provide feedback on performance in the context of the Results and Competence Assessment (RCA) exercise and discuss learning needs and opportunities.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

General:

The JPO will contribute to and ensure the high quality policy advice and development service of the UNDP Country Office to its clients and beneficiaries in the areas of environment, climate change mitigation and adaptation, and disaster risk reduction. 15%

Project Management:

The JPO will provide strategic management and coordination support relating to Environment and disaster management programmes/projects including substantive reporting & financial management, technical input, monitoring of project progress and negotiation with Government counterparts and other development partners. 15%

Knowledge Management:

The JPO will provide technical and policy advice in areas related to Environment and Disaster Risk Reduction as well as participate in producing knowledge products and contribute to relevant global UNDP knowledge e-networks - Energy and Environment, Disaster Risk Reduction, etc. 10%

Donor Coordination:

The JPO will ensure coordination/harmonization with resident and international donors and UN agencies in the area of environment and disaster risk reduction and liaise with development partners to create synergy and avoid duplication. He/she will also ensure implementation of the principles of Paris Declaration on aid effectiveness through liaison with donor agencies working in the area of environment, climate change and disaster risk reduction in Bhutan. 10%

Project Formulation:

The JPO will actively take part in the formulation of new projects in the area of environment and disaster risk reduction in Bhutan. 20%

Country Office Support:

The JPO will contribute to the achievement of the outcome targets of the country office as well as the strategic planning and country office reporting. The JPO will participate in the country office meetings for cross-sectoral linkages. 20%

Unit Support:

As a member of the Environment and Disaster Management Unit, the JPO is expected to actively contribute to the work of the unit including preparation of annual work plan, reports, newsletters, and resource mobilization. 10%

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Masters Degree in Environment Science, Environmental Policy, or related field.

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

The JPO shall possess a minimum of 2 years of working experience in a developing country, preferably in the field of environment, climate change and disaster risk management. It will also be important for the JPO to have a good understanding on capacity and institutional development as well as knowledge management and project/programme management in general. The JPO should possess excellent English language skills (written & spoken) and have a positive and professional attitude towards work and be able to work in a multi-cultural environment.

Key Competencies of the assignment:

- Environmental policy and management, climate change and disaster risk reduction
- Capacity building and institutional development
- Programme/project management
- Knowledge management
- Donor coordination
- English (written & spoken)

V. Learning Expectations:

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

Year 1:

- fully understand the internal procedures of UNDP;
- fully apprehend the policies and processes in the UN environment and disaster risk reduction thematic area and be able to coordinate programme/project activities with government counterparts;
- have a good understanding of national procedures, policies and programs in the field of environment, climate change and disaster risk reduction;
- provide strategic management and coordination support relating to Environment programmes/projects including substantive reporting & financial management, technical input, monitoring of project progress and negotiation with Government counterparts and other development partners.
- contribute to achievement of outcome targets of the country office as well as strategic planning and country office reporting

Year 2:

- provide technical and policy advice in areas related to environment, climate change and disaster risk reduction as well as participate in production of knowledge products and contribute to the relevant global UNDP knowledge e-networks - Energy and Environment, Disaster Risk Reduction, etc.
- support coordination with resident and international donors and UN agencies in the area of environment and disaster risk reduction and liaise with development partners to create synergy and avoid duplication
- contribute to the work of the unit including production of annual work plan, newsletters, and resource mobilization.

Upon arrival at duty station, the JPO will be provided an orientation/briefing on UNDP procedures and policies, Country Office functions and responsibilities, UNDP strategic plan, UNDAF/cCPAP processes and outcomes and its linkages to national development priorities, history and cultural background on Bhutan, security measures and procedures to be followed in Bhutan, etc.

VI. Background Information:

The UNDP Bhutan Country Office (CO) has currently three substantive programme Units, Poverty and MDG Unit, Governance Unit, and Energy, Environment and Disaster Management Unit (where the JPO will be placed), supported by a Programme Coordination and Management Unit.

The Energy, Environment and Disaster Management Unit works with the Royal Government of Bhutan (RGOB), its development partners and the civil society organizations (CSO) in the following four areas:

- Assisting RGOB to develop national policies and plans for sustainable development;
- Local conservation initiatives that contribute to rural community development and poverty reduction
- Enhancing national capacity to address global environmental concerns.
- Natural disaster risk reduction

A brief description of the UNDP projects/programmes is provided on the Country Office's Website: <http://www.undp.org.bt>

VII. Information About Living Conditions at the Duty Station:

Thimphu, the capital of Bhutan, is a small town, with little traffic, a limited number of shops with plenty of Indian/Thai and Bangladesh imported goods. The town is quiet, the people are friendly and hospitable, nightlife is limited, and a few restaurants. Many people like to go walking (trekking) in nearby hills during free time. Sports facilities exist but are not of luxury standard (tennis, indoor-swimming, badminton, table tennis, soccer, cricket); there is a cinema, which shows local-language or Hindi movies. Electricity supply is reasonable (230 volts), but at peak times the voltage may drop.

Bhutan is a Buddhist country, rich in culture and tradition. Dress is more formal than in many other countries, and those working here will often be wearing formal dress (ties/jackets for men; long dresses/pants for women), or they may choose to wear the national dress. English is spoken fairly widely. Security is generally good in Thimphu, and crime rates are low. Burglaries and housebreak-ins do occur, normally during school holidays. Dogs roaming the streets can sometimes be a nuisance. Thimphu is a relatively narrow valley between forested mountains, often rainy or cloudy, with temperatures rarely going much below zero or much above 30° Celsius.

Accommodation is available in Thimphu (furnished or unfurnished), and it should be possible to identify suitable apartment or house for a single person or a family. Prices range from Nu 5,000 (approx \$105) per month for simple unfurnished apartment, up to 20,000 (approx \$415) for furnished houses at better locations - or one can also avail accommodation at higher rates than these. Thimphu is fairly high altitude (over 7,000 feet), so initially one could be affected by breathlessness. People with history of heart problems and/or high blood pressure can be adversely affected by the high altitude. Health facilities exist, but serious cases may have to be referred to hospitals abroad, e.g. in Bangkok or Delhi. HIV/AIDS is now reported in Bhutan, but prevalence is still low. Taxis operate round the clock. However, you are advised to share taxis, especially while travelling at night. Buses also operate at specific times of the day. The town is small and walking is a common means of moving around. Travel to the east of the country will take 2 to 3 days by car. Currently, credit cards are only accepted in few places.

Educational facilities exist. There are establishments meeting the needs of international preschool and primary school children. Bringing up young children presents minimum difficulties, but teenagers brought up in Western environments can find Bhutan a little stifling and boring.

More details available on web-sites, such as Lonely Planet and the national newspaper, Kuensel – http://www.lonelyplanet.com/destinations/indian_subcontinent/bhutan and <http://www.kuenselonline.com> .
