



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	CTCN Programme Support Secondee
Main Duty Station and Location:	CTCN Headquarters, Copenhagen
Mission/s to:	Copenhagen, Denmark (including international travel as required)
Start of Contract (EOD):	01/07/2019 (estimated)
End of Contract (COB):	Minimum six months and up to twelve months upon mutual agreement

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

UNIDO supports UN Environment by co-hosting the Climate Technology Centre & Network (CTCN), the implementation arm of the UN Framework Convention on Climate Change (UNFCCC) Technology Mechanism.

PROJECT CONTEXT

The CTCN promotes the accelerated development and transfer of climate technologies for energy-efficient, low-carbon and climate-resilient development. Created by COP decision in December 2010, the CTCN began operations in 2014 and now leverages the expertise of a global network of almost 500 civil society, finance, industry, and research institutions to deliver technical assistance, capacity building, and knowledge sharing at the request of developing countries. The services of the CTCN help developing countries, working through their national focal points, to strengthen domestic capacity, establish appropriate enabling environments and help remove the obstacles to the effective development and transfer of climate technologies. These actions, in turn, help countries to achieve the objectives laid out in their national climate change strategies and in the Paris Agreement.

AIM OF THE CTCN SECONDMENT PROGRAMME

Through temporary secondment of existing staff of CTCN Network members and other directly relevant CTCN partners to the CTCN Headquarters in Copenhagen, Denmark, we establish a mutually beneficial process of peer-learning and sharing of good practice, ideas and experience. The programme is expected to help develop targeted expertise (e.g. specialised technical and/or sectoral skills) within the CTCN in providing specific services, while at the same time allowing Network members as well as other relevant CTCN partners to gain insight into the operation of the CTCN. With the information and experience gained by the Secondee feeding back to the Network or partner entity (henceforth referred to as Contractor) upon completion of the secondment, the ability to contribute to the service delivery of the CTCN shall thus be enhanced and general capacity for the sharing of relevant information and knowledge built.

General objectives

- Enhance capacities of Network members and other relevant CTCN partners with respect to the operation of the CTCN
- To provide Secondees with knowledge and training on:
 - Functions and structure of the CTCN, including the Knowledge Management System (KMS) and Consortium partners
 - Functions and structure of the CTCN
 - Processes and tools for stakeholder mapping, engagement and consultation
 - Building and nurturing Networks at national, regional and international level
 - Developing and prioritizing requests and/or addressing requests for technical assistance
 - Monitoring and evaluation skills and tools
- To expose the CTCN to innovative technologies and approaches for climate change adaptation and mitigation

FUNCTIONAL RESPONSIBILITIES

Under the supervision of the Regional Manager for Latin America and Caribbean (LAC) and West and Central Africa and working with other CTCN colleagues as appropriate, the Secondee will advance the following activities, as requested:

- Prepare regional mapping of countries' climate priorities (based on NDC, TNA/TAP, NAP etc), according to the LAC, West and Central Africa geographical team plan;
- Prepare countries' fact sheets in particular regarding region's priority countries, namely Least Developed Countries (LDCs) and Small Islands Development States (SIDS), in order to map, analyse and compare climate national policies and strategies;
- Mapping regional initiatives on climate supported and implemented by main national and international organisations and donors;
- Provide in depth support to the review, refinement and drafting of Technical Assistance Response Plans and ToRs within his/her area of expertise;

- Provide technical support to review draft deliverables produced by CTCN technical assistance; and
- Support coordination of CTCN Regional Forums, with the possibility of collaboration with the sending organization of the Seconded, as feasible.

MINIMUM REQUIREMENTS

Education: University degree, preferably in environmental sciences, engineering, business administration, international development or related studies.

Technical and Functional Experience:

At least 3 years of experience in the field of climate policies/environment/energy and/or technology transfer for developing countries preferably within the following areas of work:

- Climate technologies related to climate adaptation or climate mitigation or both;
- Capacity building;
- Experience in one or more priority countries (as per above definition);
- Experience in data analysis and database management by means of xls sheets;
- Liaison with different stakeholders including the private sector, governmental institutions, civil sector etc.;
- Preparation and facilitation of multi-country workshops or conferences.

Languages: Proficiency in English (oral and written) is a requirement. Proficiency in French and Spanish is desirable and will be considered as an asset.

Other requirements: Excellent analytical and writing skills.

REQUIRED COMPETENCIES

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

REMUNERATION

The Contractor will continue to pay the Secondee her/his salaries, indemnities, allowances, and any other benefits and will continue to employ her/him after termination of the secondment. In addition, the following table indicates the type of expenses which can be covered by UNIDO upon request during the Secondee's participation in the CTCN Secondment Programme. Depending on the location of the Contractor's headquarters, the following applies:

Annex I countries	UNIDO will make available basic accommodation. All other costs that may be incurred by the Secondee during participation in the Secondment Programme are to be borne by the Contractor.
Non-Annex I countries	UNIDO will make available basic accommodation and economy class travel in line with UNIDO's rules and regulations. ¹ In addition, the Secondee will receive an ad hoc amount of EUR 25 per calendar day for daily subsistence. The amount will be paid in Denmark's local currency Danish Kroner (DKK) at the current EUR-DKK exchange rate. Payment will be made directly to the employee, either through the local office of the United Nations Development Programme, or through the selected employee's bank account in regular intervals.

Neither the Contractor nor the Secondee will be entitled to any additional benefit, payment, subsidy, compensation, or similar, from CTCN or UNIDO, during the period of secondment at the CTCN in Copenhagen, Denmark such as:

- i. Costs incurred by the Secondee with respect to travel insurance, accident insurance, medical bills and hospitalisation fees in connection with their secondment;
- ii. Compensation in the event of death, disability or illness of the Secondee in connection with their secondment;
- iii. Incidental costs incurred in connection with travel abroad, e.g. passport, visas, vaccinations, stopovers, travel to and from the airport;
- iv. Loss or damage of personal property of the Secondee during the secondment;
- v. Purchase of personal belongings and compensations in the event of damage caused by climatic or other conditions;
- vi. Compensation for salaries and any related allowance/social benefits during secondment;
- vii. Other unforeseen expenditures unless agreed upon with UNIDO prior to incurring the expenditure.

¹ Round trip economy class transportation, by the shortest, most direct route and least costly fare, between the airport of departure in the Secondee's home country and Copenhagen, Denmark. Secondees should await formal travel authorisation from UNIDO. Under no circumstances should Secondees purchase their own ticket without such authorisation. The participant shall cover any additional costs incurred as a result of deviations from the authorised route.

VISA ARRANGEMENTS

Secondees are responsible for obtaining their own passport and visas (including transit visas that may be necessary to permit travel from the home country to the host country and return). The necessary support letters to facilitate and accelerate the visa arrangements will be provided by UNIDO, UN Environment and/or the Director of the CTCN. Upon arrival at the duty station in Copenhagen, Denmark, UNIDO, UN Environment and/or the CTCN Director will support the arrangements for the necessary formalities for the stay of the Secondee for the duration of the secondment at the CTCN in Copenhagen, Denmark.

UNIDO does not provide allowances or reimburse the costs of any of the aforementioned travel documents. Secondees must ensure that their passport and re-entry permit are valid for at least three months beyond the end of the planned period of the secondment.

MEDICAL CERTIFICATE

The Secondee has to provide a certificate signed by a qualified medical doctor that certifies that he/she has been examined and found in good health, fit for travel by any mode of transportation, free from infectious diseases, and able physically and mentally to carry out any relevant duties away from his/her home. A health certificate form template will be provided with the notification of acceptance to the programme.

FAMILY AND DEPENDENTS

No allowances of any kind will be paid for dependents to accompany the Secondee to Denmark or for accommodation and living expenses of dependents while in Denmark. Secondees should be aware that in the course of their secondment they may be required to travel under circumstances that would make it difficult or impossible for dependents/family members to accompany them.

UNIDO will under no circumstances assume responsibility for dependents, neither for travel nor medical insurance, nor provide support in obtaining visas and/or permits of stay.

CONDITIONS OF SECONDMENT

During the period of secondment at the CTCN in Copenhagen, Denmark, the Secondee shall abide by the following conditions:

- a) The Secondee at all times shall comply with the UNIDO Code of Ethical conduct;
- b) The Secondee shall refrain from engaging in any political or commercial activities;
- c) In the case of non-compliance with any of the conditions specified in these Terms of Reference, the Provision of Services Agreement or any other annex to the contract, this contract will be terminated and any costs related to travel, accommodation and allowance will have to be reimbursed to UNIDO.