



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	CTCN Programme Support Seconded
Main Duty Station and Location:	CTCN Headquarters, Copenhagen
Mission/s to:	Copenhagen, Denmark (including international travel as required)
Start of Contract (EOD):	01/05/2018 (estimated)
End of Contract (COB):	Minimum six months and up to nine 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.

PROJECTS CONTEXT

UN Environment in collaboration with UNIDO host the Climate Technology Centre & Network (CTCN). This programme aims to address the objectives set by the Parties under the climate convention to establish effective mechanisms, enhanced means, appropriate enabling environments and the removal of obstacles to the scaling up of the development and transfer of technology to developing country Parties. CTCN supports action on mitigation and adaptation and thus enhances low emissions and climate-resilient development. The specific objective is to stimulate climate technology cooperation and to enhance the development and transfer of mitigation and adaptation technologies and to assist developing country Parties at their request, consistent with their respective capabilities and national priorities. To achieve this, developing countries' capacity to identify technology needs, to facilitate the preparation and implementation of technology projects and strategies will be built or strengthened through the function of the CTCN to achieve increased action on climate mitigation and adaptation technologies.

The issue of technology transfer has been a cornerstone of the United Nations Framework Convention on Climate Change (UNFCCC) since it was established. Acknowledging the need to accelerate the transfer of climate change mitigation and adaptation technologies, the Parties to the Climate Change Convention took a major step forward, by establishing the Technology Mechanism at the 16th session of the Conference of the Parties (COP) in Cancun in December

2010. The decision was to establish new institutions suited to address technology transfer, hence the Technology Mechanism would comprise of a Technology Executive Committee and a Climate Technology Centre and Network (CTCN). Following competitive bidding, the COP decided that the CTCN would be hosted by UN Environment through a consortium to be co-led by UNIDO.

This joint UN Environment-UNIDO programme aims to address the objectives set by the Parties to establish effective mechanisms, enhanced means, appropriate enabling environments and the removal of obstacles to the scaling up of the development and transfer of technology to developing country Parties. The Programme shall support action on mitigation and adaptation and thus enhance low emissions and climate-resilient development. This objective is to be reached by promoting the transfer and scaling up of the deployment of adaptation and mitigation technologies in developing countries.

The specific objective is to stimulate climate technology cooperation and to enhance the development and transfer of mitigation and adaptation technologies and to assist developing country Parties at their request, consistent with their respective capabilities and national priorities. To achieve this, developing countries capacity to identify technology needs, to facilitate the preparation and implementation of technology projects and strategies will be built or strengthened through the function of the CTCN to achieve increased action on climate mitigation and adaptation technologies. The CTCN serves three main functions:

- i. Managing requests and responses in the technology cycle;
- ii. Fostering collaboration to accelerate technology transfer;
- iii. Strengthening networks, partnerships and capacity building for technology development and transfer, and fostering collaboration to accelerate technology transfer.

The anticipated outcome of the CTCN support is “building and strengthening of developing countries’ capacities to identify technology needs to facilitate the preparation and implementation of technology projects and strategies, taking into account gender considerations to support action on adaptation and mitigation and enhance low emissions and climate-resilient development.”

FUNCTIONAL RESPONSIBILITIES

Under the supervision of the Mitigation Manager, Adaptation Manager, Network and Capacity Building Manager, or Communications Manager, and working with other CTCN colleagues as appropriate, this Seconded will advance the following activities, as requested:

- Review new Requests to the CTCN for Technical Assistance related to the region and substantive area of expertise of the Seconded, including analysing the relevance of each Request to national planning processes (e.g. NDC/NAP/TNA/TAP);
- Provide in depth support in the review, refinement and drafting of Technical Assistance Response Plans within their regional and/or substantive area of expertise;
- Provide technical support to review draft deliverables produced by CTCN technical assistance;

- Support the implementation of technical assistance Response Plans;

and/or

- Support coordination of CTCN Regional Forums, with the possibility of collaboration with the sending organization of the Secondee, as feasible;
- Conduct assessments and analyses of new Network membership applications;
- Conduct in-depth analysis on the CTC Network's expertise and support expansion of the CTC Network in under-represented countries, sectors and areas of expertise, particularly with a focus on the region and substantive area expertise of the Secondee;
- Support Network engagement activities;
- Support analysis of relevant climate technology information available among Network Members;

and/or

- Identify knowledge gaps and content population of the CTCN website;
- Support CTCN outreach, communications and Knowledge Management system (KMS) activities;
- Prepare studies and analysis to support strategic work of different CTCN portfolios;
- Support gender related activities;
- Provide inputs to the CTCN Secondment Programme manual to improve the programme based on personal experiences; and
- Produce a substantive study on climate technology practice of strategic interest to the Secondee's organisation and the CTCN, as jointly agreed by the Secondee, their sending organisation, and supervisor.

MINIMUM ORGANIZATIONAL REQUIREMENTS

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

Technical and Functional Experience:

At least 5 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;
- Knowledge sharing and/or capacity building;
- Network management;
- Liaison with different stakeholders including the private sector, governmental institutions, civil sector etc.;
- Preparation and facilitation of multi-country workshops or conferences;
- Research and analysis of political, financial and technical information.

Languages: Proficiency in English (oral and written) is a requirement. Working knowledge of another official UN language is desirable, especially French and/or Spanish.

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