UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000884–Programme Analyst in Energy and Environment

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Mali</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Bamako [MLI]</td>
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Living Conditions

Mali is a post-crisis country emerging from conflict in the North and a humanitarian crisis in the center resulting from insecurity as a result of a coup d'état in 2012. Living conditions and the level of security vary from one region of the country to another and it is recommended to scrupulously respect the security measures put in place by the United Nations system. The selected volunteer candidate will be required to complete all required security training prior to beginning of his or her assignment.

Assignment Details

| Assignment Title | Programme Analyst in Energy and Environment |

We are inspiration in action
Organizational Context & Project Description

The United Nations Development Programme (UNDP) is present in more than 170 countries and territories and contributes to the eradication of poverty, the reduction of inequalities and the increase of sustainability. In this challenging scenario, the development of partnerships is a crucial aspect for the achievement of UNDP's goals and the engagement of different institutions from the private and public sectors.

In the area of environment and sustainable development, the mandate of UNDP is to support countries in integrating environment, energy and climate change into national policies, strategies and programmes, adapting to climate change and ensuring access to environmental and energy services for the poorest.

Climate change is now the greatest challenge humanity has ever faced, threatening the water and food security, health, livelihoods and security of billions of people. The global response to this challenge must be fair, inclusive, and leave no one behind, while seeking the most effective climate solutions that advance multiple sustainable development goals at once. UNDP recently launched its ambitious ‘Climate Promise’ that will help 100 countries strengthen their nationally determined contributions (NDCs) under the Paris agreement by 2020, with increased ambition demonstrated for deeper emission reductions and increased resilience. To deliver on this promise, UNDP is leveraging its extensive expertise and capacity around the world, including through its donors and partners, to support country offices.

The impact of climate change is especially evident in the Sahel region with environmental challenges related of land degradation, biodiversity conservation, sustainable land and water management and combating the adverse effects of climate change. In Mali, UNDP provides multifaceted support in the areas of the environment, climate change and sustainable development along with promoting transboundary cooperation with focus on climate resilience and renewable energy in the Liptako Gourma region. It supports the implementation of international conventions related to biodiversity and climate through accompanying the development of national policies and strategies, institutional capacities and via piloting integrated community at the grass-roots level. Thus the Environment, Climate Change and Inclusive Sustainable Development Cluster (CECCDDI) supports grassroots initiatives and the strengthening of the organizational and operational capacities of local institutions and grassroots communities to prepare themselves to better absorb and adapt to environmental, economic and social shocks while addressing the root causes of their vulnerability. Thus, in the face of the challenges related to climate change, UNDP initiatives, particularly in terms of the climate promise, are in line with the current priorities of the Government of Mali, particularly in the context of adaptation to climate change, biodiversity preservation, promotion of renewable energies, strengthening the resilience of grassroots communities affected by the conflict and support for the implementation of Mali’s commitments in the Determined National Contribution (DNC) in relation to the climate promise.

In cooperation with the Italian Ministry of the Environment, UNDP is recruiting a UN Volunteer Specialist to contribute to the strategic orientation of UNDP Mali for the realization of the UNDP Climate Promise in 2020. Specifically s/he will focus on Climate security, and renewable energy and in supporting the
government in catalyzing through policy derisking green investments. This will include mobilizing partnership on innovative financing and supporting government in the establishment of the Climate Fund in Mali.

**Sustainable Development Goals**

7. Affordable and Clean Energy

**Task description**

Within the delegated authority and under the supervision of Environment, Climate Change and Inclusive Sustainable Development team leader or his/her designated mandated representative(s), the UN Volunteer, Programme Analyst in Energy and Environment will be expected to assist with the following activities and tasks:

- **Delivery, monitoring and reporting of Climate Promise and Environment related projects**
- Support the country office in advising the Government on the development and implementation of policies, strategies and programme in the fields of environment, renewable energy and climate change mitigation;
- Review and revise workplans and budgets and provide inputs to the preparation of results-based work plans;
- Support the day-to-day implementation of climate promise, energy and environment related projects if needed;
- Support the preparation of project progress reports and related presentations, briefings, knowledge products and relevant documents as required;
- Support the quality assurance of the CO energy portfolio through the substantive and financial monitoring of projects, including through filed visits, to identify operational bottlenecks and develop recommendations for effective solutions;
- Working closely with technical advisors on energy and climate change in the Regional Service Centre for Africa (RSCA), support the identification and development of new energy programmess and funding oppotunities to support government to access financancing on climate change mitigaton and energy;
- Liaise with the regional technical advisors/hub focal points on the portfolio implementation progress and advise of any deviations from the project plan;
- Manage information flows and oversee project implementation in cooperation with the ACSD office and regional technical advisors/hub focal points;
- Support the recruitment of consultants and the administration of contracts through: drafting TORs, finalizing advertisements, screening, long and short listing, interviews;
- Maintain records of project files and other supporting documents;
- Prepare project completion reports and ensure compliance with contractual obligations;
- Provide strategic support to all aspects of the energy portfolio through anticipatory action, proactive monitoring, data mining, production of studies and processes supporting the alignment of the portfolio targets with the UNDP Strategic Plan;
• Stakeholder management, partnership coordination, and external relations

• Support the coordination and management of communications with donors, implementing partners, private sector and other cooperation agencies;
• Liaise and build relationships with government counterparts, private sector, other United Nations (UN) agencies, international non-governmental organizations (I/NGOS), academia, private sector, civil society, and other relevant stakeholders;
• Support the establishment of strategic partnerships and management of external relations;
• Conduct analysis and research of information on partners and donors for the preparation of substantive briefs on possible areas of cooperation and identification of cooperation opportunities;

• Knowledge management and innovation

• Contribute to knowledge building and sharing related to the current and emerging trends in the fields of sustainable development, climate change, energy, resource efficiency;
• Contribute to the compilation and dissemination of best practices and lessons learned through relevant knowledge platforms including the UNDP Global Community of Practices related to Energy, Climate and Environment;
• Identify and synthesize of best practices and lessons learnt directly linked to the Climate Promise and the Energy/climate/environment portfolio;
• Keep well-informed on new developments and innovative approaches/solutions in the areas of energy, climate change and actively contribute to the office learning process and corporate knowledge tools.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/website, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

• As an active [Environment, climate change and sustainable development] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to [UNDP] and its beneficiaries in the accomplishment of her/his functions, including:

• He advises the Office’s management and the Environment Cluster on all aspects of the Country Program, particularly in the implementation of the Environment, Climate Change and Sustainable Development portfolio in the new CPD.
• Its main role is to support the management of the unit's project portfolio through the integration of data and support for the implementation of the program in accordance with UNDP rules and procedures.
• He will contribute to support the national part with advice on policies and strategies in the field of energy and environment, and to manage the energy and environmental portfolio at the level of the environment office with program advisors, and ongoing monitoring and evaluation of the implementation of his unit's projects. The energy and environmental specialist also participates in strategic thinking at the Program level, and identifies new opportunities for UNDP intervention, in line with the priorities of the UNSDCF (former UNDAF) and the Country Program Document, and a creative face emerging challenges and opportunities.
• He will support the coordination by UNDP of the thematic group "Environment and Climate Change" of the technical and financial partners.

• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Master's Degree or equivalent Advanced Degree in Natural Resource Management, Environment Economics, Energy Engineering, or Social Sciences related to Energy and/or sustainable development</td>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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<th>Experience Remark</th>
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<tbody>
<tr>
<td>1. A minimum of three years of work experience related to energy, environment and green financing</td>
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<td>2. Demonstrated experience in the areas of project development, planning, implementation, and monitoring;</td>
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<td>3. Experience working with the UN or another international organization would be considered an advantage;</td>
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<td>4. Experience working with multi-donor and/or vertical funded (GCF, GEF, AF, LDCF/SCCF) projects be considered an advantage;</td>
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<td>5. Experience working in a multi-cultural setting is desired;</td>
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<td>6. Experience in the use of an ERP system is an added advantage;</td>
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8. Excellent oral and written skills; excellent drafting, formulation, reporting skills;
9. Accuracy and professionalism in document production and editing;
10. Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
11. Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
12. Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
13. Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
14. Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
15. Sound security awareness;
16. Have affinity with or interest in environment, biodiversity, climate change volunteerism as a mechanism for durable development, and the UN System.
17. A good understanding of the policy, strategy, and institutional framework in the coverts areas;
18. Experience in preparation of analytical assessment reports, participation in national reports development;
19. Ability to analyze, evaluate and find solutions to the challenges of energy in Africa
20. Have practical and relevant experience in the design, implementation, monitoring and evaluation of development projects;
21. Demonstrate strong motivation, anticipation skills and initiative;
22. Have capacity to manage relations between the government and donors and have a good knowledge of UNDP and GEF or GCF procedures would be assets

Language
- French (Mandatory), Level - Fluent
- AND - English, Italian (Optional), Level - Working Knowledge

Area of Expertise
- Sustainable natural resources management and climate change adaptation Mandatory

Area of Expertise Requirement
Need Driving Licence No

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

16 Mar 2020
Conditions of Service and other information

Condition of Service

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for
periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code

MLIR000884-6622

Application procedure

* Not yet registered in the UNV Talent Pool?*

Please first register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup).
Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool? Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call for to which you would like to apply.

Application deadline: 30 March 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg4NA==

Disclaimer
United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.