

Consultancy – job description

Support to the Marrakech Process on Sustainable Consumption and Production: SCP Policy Outlook Report and Engagement of Development Agencies

Short description

You will be working in the Division of Technology, Industry and Economics (DTIE) of the United Nations Environment Programme (UNEP) based in Paris, France. The length of your contract will be 6 months with a possibility of extension and starting as soon as possible. As a consultant you will be working full-time and supporting selected activities of the Marrakech Process on Sustainable Consumption and Production (see more here: <http://www.unep.fr/scp/marrakech/>).

More specifically this will involve: 1) coordinating the development of a Global SCP Policy Outlook project and 2) contributing to increasing the engagement of development agencies in the Marrakech Process.

1) Support the coordination of the Global SCP Policy Outlook project

- Assist in the development of a Global SCP Policy Outlook project that will result in a publication and on-line, searchable database and is based on the identification of successful SCP policy tools and practices
- Contribute to the formulation of a full project document with specific milestones, report outline and detailed budget
- Conduct desk research, collect data and examples of best practices of SCP policies and initiatives by contacting research centers, international organizations, SCP networks and other data sources
- Build up and maintain good relations with the institutions and experts supporting UNEP in the execution of the project
- In particular contribute to the maintenance of a regular dialogue and coordination with UNEP's regional officers, which is instrumental for the collection of best practices and data, as well as the subcontracted expert institutions
- Coordinate and support the work of the editorial committee
- Secure integration of comments from all partners at various phases of the project, in particular the European Commission
- Draft progress and financial reports and support the management of the project budget.

2) Increase involvement of development agencies in activities related to SCP and poverty alleviation supporting the Marrakech Process Cooperation Dialogue

- Review and up-date a survey conducted among development agencies on their SCP related projects and further research the possibilities of engaging development agencies in the Marrakech Process
- Review the material and outcomes of the Project "SCP and Poverty alleviation" and its dissemination within the Marrakech Process (events, CSD, international meeting) and prepare fact sheets on SCP and Poverty alleviation targeting development agencies and financial institutions

- Support the organization of a meeting with development agencies and financial institutions bringing together SCP experts, developing countries and ministries of environment and foreign affairs.
- Re-activate the work of the Marrakech Process Cooperation Dialogue by giving technical input to the organization of a cooperation dialogue session at the 4th International SCP Expert Meeting of the Marrakech Process.
- Support the development of project proposals and fundraising

Education: Advanced university degree (Master's degree or equivalent) on, economics, sustainable development, political sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: At least five years work experience in the area of sustainable development, sustainable consumption and production and/or development of environmental policies/initiatives, out of which at least two years should be at the international level. Expertise on SCP work and policies and familiarity with the work of development agencies is required. Knowledge of Marrakech Process on SCP is desirable. Experience in developing countries is important. Knowledge of the UN system is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For this position fluency in written and spoken English is essential; ability to work in French (written and spoken) is desirable. Working knowledge of other UN official languages is an advantage.

Other Skills: The incumbent must be able to foster co-operation among a diversity of public officials and relevant stakeholders; deliver technical support for the development of the SCP Policy Outlook, and be able to coordinate a research project. Good computer skills are required.

Interested candidates are kindly requested to send their Curriculum Vitae with a cover letter (max. 1 page) stating why they would be a suitable candidate for the job. Documents should be sent to Nis Christensen (Nis.Christensen@unep.org) and Natalie Taconet (Natalie.Taconet@unep.org).

Deadline to apply is 7th February 2010.