Ecosystem-based Adaptation through South-South Cooperation

(EbA South)

“Enhancing Capacity, Knowledge and Technology Support
to Build Climate Resilience of Vulnerable Developing Countries”

EbA South is funded by the Global Environment Facility (GEF), implemented by the United Nations Environment Programme (UN Environment) and executed by the National Development and Reform Commission (NDRC) of China, through the Institute of Geographic Science and Natural Resources Research, Chinese Academy of Sciences (IGSNRR, CAS)

Terms of Reference

National Team Assistant (Nepal)

**BACKGROUND**

The adverse effects of climate change are being experienced by local communities within a wide range of economic sectors in developing countries across Africa and Asia-Pacific. The overall goal of the GEF-funded project EbA South is to reduce the vulnerability of developing African and Asia-Pacific countries to climate change impacts by providing capacity, knowledge and technology support. The project comprises three components to be implemented over four years (2013-2017), namely: i) inter-regional coordination and capacity building for developing countries to plan and implement Ecosystem-based Adaptation (EbA); ii) inter-regional online EbA knowledge support; and iii) transfer of EbA technologies to pilot countries. The latter component consists of concrete, on-the-ground EbA interventions in Seychelles, Nepal and Mauritania, representing coastal, mountain and arid/semi-arid ecosystems respectively.

In Nepal, the project is implementing community-based watershed restoration through EbA technologies, within a long-term research framework. Interventions are being conducted at selected sites, which are highly vulnerable to climate change impacts.

In order to meet the project objectives, a National Team Assistant (NTA) will be hired to strengthen the project team in Nepal.
DUTIES AND RESPONSIBILITIES

The incumbent will have the following responsibilities under the supervision of the National Focal Point (NFP):

- Support the NFP to act as a liaison between the Project Management Unit (PMU) and the national project team. This will include support in channelling relevant technical and funding support from the PMU to the NFP and project stakeholders.

- Support the NFP in his duty to oversee and manage project implementation in the country; monitor work progress and ensure timely delivery of all outputs; and supervise, coordinate and facilitate the work of the technical and financial staff and national consultants.

- Keep weekly communication with the PMU and with the Technical Advisor (TA) regarding project progress, challenges and risks.

- Support the PMU in developing and facilitating implementation of a comprehensive monitoring and reporting system; provide input to technical and financial reports and other documents.

- Assist the NFP to prepare detailed annual work plans and budgets (and revised versions of these document, whenever necessary) for approval by the EbA South Project Steering Committee (PSC), the PMU and UN Environment.

- Participate in project meetings and coordinate project site visits whenever necessary; take minutes and submit reports of such activities.

- Keep project files in a structured archive; support the project mid-term review and terminal review, if required.

- Any other task assigned by the NFP in relation to the project implementation.

Key deliverables

- Quarterly technical progress reports on project implementation.

- Any other report requested by the NFP.

REPORTING

The consultant will report to the Nepal NFP, and cooperate with other national consultants, Project Management Unit (PMU), Technical Advisor (TA) and other members of the project team to ensure the implementation of the project tasks.

TIME FRAME

This is short-term, full-time consultancy position. The initial contract will be for a period of
8 months, renewable according to the project cycle.

REQUIRED SKILLS AND COMPETENCIES

- At least a first degree in management, environmental management or related field. More than 4 years’ relevant work experience with a proven track record may be accepted in lieu of a university degree.

- A minimum of 3 years’ project management support experience.

- Sound understanding of climate change adaptation and natural resource management.

- Teamwork spirit, good communication and computer skills.

- Willingness and availability for regular travel and work in the field.

- Native in Nepali and fluent in spoken and written English.

APPLICATION PROCEDURE

Please send your CV and cover letter via email to:

Ram Hari Pantha, National Focal Point, EbA South Nepal: erhpantha@hotmail.com

Diwen Tan, EbA South Project Officer: diwen.tan@unep-iemp.org

Application deadline: **5 July 2017**

Disclaimer:

- The successful applicant shall not become a staff member of the United Nations or UN Environment, but shall sign a contract with the Institute of Geographic Science and Natural Resources Research, Chinese Academy of Sciences (IGSNRR, CAS) – the executing entity for this project.

- United Nations or UN Environment shall neither be responsible nor liable for any claims which may arise from this contract and IGSNRR shall take full responsibility in this regard.