

TERMS OF REFERENCE

Project title:	Development of Azerbaijan's Fourth National Communication to the UNFCCC and Second Biennial Reporting
Job title:	Team leader of adaptation group
Level:	SB 3/1
Duration:	12 months (with a possibility of extension)
Duty station:	Baku, with trips inside the country and abroad

Background

The **overall goals** of the project are: (1) Enabling Azerbaijan in preparing and submitting its Fourth National Communication and Second Biennial Update Report to the UNFCCC in accordance with its commitments as a non-Annex 1 Party to the Convention (as mandated by Articles 4 and 12); in doing so (2) support mainstreaming and integration of climate change into national and sectorial development policies through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC; (3) institutionalize data collection, processing, interpretation and dissemination of GHG inventory and continue building on appropriate and well-informed basis for climate change mitigation, adaptation, education and awareness-raising strategies at local and national levels.

While the **immediate objective** of the project is to assist the country to fulfil its obligations under UNFCCC, consistent with the COP Decision 1/CP.16 (paragraph 60) and Decision 2/CP.17 (paragraph 41), in the long term the project will allow the country to lay the foundations to strengthen the existing institutional arrangements and support the long term targets aimed at reversing the impacts of climate change..

Organizational context

The adaptation group Team Leader will work in consultation with and under the guidance and supervision of the Energy and Environment Unit Programme Adviser and will lead work on analysis on policies and measures on climate change adaptation under Outcome **3:Development of climate change vulnerability assessment for priority sectors (with regional and local focus as applicable) plans and programmes proposing measures to facilitate adaptation prepared for the FNC project**. He/she will be responsible for the organization of necessary activities and implementation of necessary services for the preparation of analysis on current Climate Change trends, National Programme for Adaptation, assessment of vulnerability to climate change in Azerbaijan and finalization of the Adaptation chapter of Fourth National Communication Report.

Key functions and responsibilities:

The responsibilities of the adaptation group Team Leader are included but not limited to the following:

- Assists the Project Team in identification and mobilization of the team of experts for performing the adaptation analysis, vulnerability assessment and other relevant adaptation analysis;
- Prepares a detailed work-plan for the adaptation based analysis on the basis of the overall project work plan;
- Develops the scope of work and respective terms of reference for the team members and leads and oversees the work of the adaptation group;
- Confirm and collect all new supporting data needed for updating the climate change scenarios;
- Compile updated climate information for time period post-dating the TNC, including temperature and precipitation data, and conduct trend analysis for this data
- Organize the process of climate change vulnerability assessment supporting to review information on vulnerability and impacts provided in the TNC and re-confirm gaps in data collection and analysis for all areas, with special emphasis on the key priority areas for the FNC with 2 case studies and regional/local focus where applicable;
- Prepare feasibility study for the preparation of the draft National Programme on Adaptation to Climate Change
- Prepare the draft National Programme on Adaptation to Climate Change through consultative process;
- Review timelines and outerbounds for medium-term and long-term scenarios for all sections and research in priority areas of the Adaptation chapter, check and adjust for comparability where possible and cross-check and adjust with respect to other long-term forecasts (i.e. in the inventories and Policies and Measures chapters) where possible;
- Directly manage the process of the preparation of the draft chapter of the V&A incorporating new research and analysis, receive and review comments and incorporate them into the document;
- Supports to the development of the draft chapter on PAMs, including a summary comparison of PAMs and a concluding sub-section that identifies priorities for action, reviews comments and incorporates them into the document, finalizes the PAMs chapter to be submitted as a part of Azerbaijan's FNC;
- Provides necessary support for the organization of a national workshop to highlight findings from modelling and analysis of PAMs and get more comments
- Implements necessary works to archive and document all related studies, model runs, assumptions, and estimates for the PAMs chapter;
- Ensures the timely and effective management of the activities as scheduled.

Technical assistance and supervision

The work planned under this TOR will be conducted under the supervision of the Energy and Environment Unit Programme Adviser. The planning process has to be performed on the basis of participatory approach.

Deliverables

Develops and submits monthly reports to Project Team on progress of the adaptation related works and other related process.

Competencies:

Core Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Remains calm, in control and good humored even under pressure
- Leads teams effectively and shows conflict resolution skills

Functional Competencies

Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things
- Documents innovative strategies and new approaches

Job Knowledge/Technical Expertise

- Ability to lead team, organize team management and reporting
- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- A demonstrated ability in managing projects and partnerships
- Demonstrates strong oral and written communication skills and applies them in the work
- Demonstrates openness to change and ability to manage complexities

Client Orientation

- Builds strong relationships with clients and external actors
- Focuses on impact and result for the client and responds positively to feedback

Required Qualifications

- An Master's degree in environmental management or other field relevant to the project;
- A minimum of 5 years of working experience in the area relevant to the Climate Change, climate change adaptation, especially in adaptation analysis;
- Substantial involvement in the previous assessments related to adaptation analysis and planning is highly preferred ;
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and data processing;
- Fluent knowledge of Azerbaijani and Russian and working knowledge of English are required