

## **TERMS OF REFERENCE**

### **Sustainability Management Consultant**

Location: Paris, France  
Duration: 6 months (renewable), full-time  
Contract type: SSA (consultancy)  
Suggested start date: As soon as possible

Application deadline: 30 April 2010

#### **BACKGROUND**

On 5 June 2007, the Secretary-General pledged to make in-house practices of the UN more climate neutral and sustainable. In October 2007, the UN System Chief Executives Board for Coordination (CEB) agreed that by 2009 the UN system would estimate greenhouse gas (GHG) emissions, undertake efforts to reduce greenhouse gas emissions to the extent possible, and analyse the financial implications of purchasing carbon offsets. As a result, a report titled *“Moving Towards a Climate Neutral UN: The UN system’s footprint and efforts to reduce it”* summarising the collective effort made by the UN system to measure and reducing GHG emissions was published in December 2009.

Meanwhile, at the 15th meeting of senior officials of the Environment Management Group (EMG) in September 2009, it was decided that the work of the Issue Management Groups (IMG) on climate neutral UN and sustainable procurement be consolidated under a single IMG on Sustainability Management for a period of two years. The IMG on Sustainability Management would be required to develop emission reduction (ER) plans for each organization by the end of 2010, in addition to agreeing a common approach on emission reductions throughout the UN system.

#### **DUTIES & RESPONSIBILITIES**

Under the direct supervision of the Head of Sustainable United Nations Unit, and in close cooperation with the SUN team members, the consultant will primarily be responsible for activities associated with the development, compilation and synthesis of Emission Reduction Plans submitted by the IMG members representing the UN system. More specifically, tasks will include:

1. Making available a practical manual (~ 15 pages) that IMG members can consult for developing their emission reduction plans. At a minimum, the practical manual should include explanation on the common emission reduction plan template, an overview of available tools and resources and a few case examples of completed emission reduction plans for reference.
2. Preparing and conducting a training workshop for the Help Desk staff who will act as the main contact point for providing day-to-day assistance to IMG members on issues related to the preparation of emission reduction plans.
3. Providing advice and support to IMG members as needed to ensure timely submission of the emission reduction plans (first draft needs to be submitted by 15 August 2010).
4. Facilitate the peer review process of submitted emission reduction plans and synthesize the plans for reporting at the 16th meeting of senior officials of the Environment Management Group (EMG) in September 2010.

The consultant will also provide support to activities related to improving the sustainability of UN field operations and facility management, and will be asked to perform other relevant tasks as required.

## **EXPECTED OUTPUTS**

1. A clear and concise manual for IMG members on developing emissions reduction plans.
2. Training the Help Desk on developing emission reduction plans.
3. Synthesis report on GHG emission reduction activities in the UN system.
4. Smooth functioning of SUN's field operation and facility management work streams.

## **QUALIFICATIONS**

The candidate should possess an advanced university degree (Master's degree or equivalent) in environmental/sustainability/GHG management or related subject, ideally with an interdisciplinary focus that covers engineering, economics, policy, international relations and management.

The candidate should have a minimum of 5 years of progressively responsible work experience in environmental or sustainability management in businesses, industries or in public sector settings, and should be familiar with developing GHG inventory and emission reduction plans. Preference will be given to candidates who are familiar with the UN system and its administrative processes.

English and French are the working languages of the United Nations. For this position, fluency in oral and written English is required. Some working knowledge of French is desirable.

## **APPLICATION**

Please send a CV and cover letter to Inhee Chung at [inhee.chung@unep.org](mailto:inhee.chung@unep.org) no later than COB on **30 April 2010** outlining why you should be considered for this position.