



**UNITED NATIONS DEVELOPMENT PROGRAMME
REGIONAL CENTRE FOR LATIN AMERICA AND THE
CARIBBEAN
ENVIRONMENT & ENERGY PRACTICE
CONSULTANT**

I. Position Information

Job code title: Consultant, Green Commodity Analyst
Supervisor: UNDP Global Coordinator, Green Commodity Facility
Type of contract: SSA (Special Service Agreement)
Duration: 12 months, starting October 2010
Location: Panama City, Panama

II. Organizational Context

More than 70% of the poor in developing countries live in rural areas. Agriculture is the largest employer in low-income countries, accounting for 60% of the labor force and producing 25% of GDP. More than two-thirds of all people surviving on less than \$1 a day live and work in rural areas either as small holder farmers or as agricultural laborers. This shows the strong link between commodities in rural communities and development. Rural communities both produce and rely on many commodities. Within the agricultural sector a focus on commodity production and in particular on building a more integrated approach between productivity and natural resource sustainability at the farm level and along the supply chain up to government and international markets, can make a major difference to rural poverty.

UNDP recognizes that to have a real influence on global commodities and markets it needs to act globally, harmonizing and connecting activity across producer countries and vertically up the supply chains to include major buyers and consumers and not only the producers and governments. UNDP's unique mandate and ability to act as interface between governments, private sector and communities provides it with the unique position to achieve this global impact. Hence this UNDP Project will systematize and scale up UNDP efforts and combine them with partner initiatives to have a visionary and major impact on global commodity production and the lives of billions of people involved with such production.

Within UNDP, the Environment and Energy Group (EEG) provides advocacy, policy advisory and operational services to support the organization's work in these areas across 166 countries. It leads UNDP's efforts to advance the environmental agenda in development through a close partnership with other UN agencies and especially with the UNEP. On behalf of UNDP, it also has responsibilities for communications, outreach and global advocacy on development related environment and energy issues. UNDP' EEG has developed of the Green Commodity Facility (GCF) to fulfill this need and improve the social, environmental and economic sustainability of commodities production and trade by developing global multi-stakeholder strategies on a sector-by-sector basis.

The objective of the facility will be to contribute to shifting global markets to drive the production and sale of green commodities instead of current unsustainable practices. The project

will systematize and scale up the existing green commodity activity of UNDP to achieve this vision.

III. Functions / Key Results Expected

1. Project development support and research (30%)
 - Conduct desk studies and web searches for project development.
 - Draft and develop sections of project proposals.
 - Adapt and apply GCF guidance and research to project proposals.
 - Develop a business case for green commodities explaining how environmental sustainability increases production and/or profit.
 - Follow-up and support the GCF team on the existing initiatives in the region, such as the initiative of: Cocoa in Dominican Republic, Coffee in Peru, Pineapple in Costa Rica and Sugar in El Salvador.
2. Data management (5%)
 - Input data into GCF's stakeholders/initiatives (e.g. matrices, mapping exercises, indicators and project portfolio)
 - Export data from the stakeholders/initiatives database into MS Office formats.
 - Develop a digital and indexed archive of relevant studies and technical papers.
 - Download and filter technical documents relevant for the database.
3. Support Partnerships (5%)
 - Provide information as needed to donors and company partners.
4. General Support to daily GCF operations (20%)
 - Support communications between GCF and relevant stakeholders.
 - Support consultant contracting processes.
 - Contribute with the design and text writing for the GCF's webpage.
 - Upload approved web text documents to GCF's webpage.
 - Identify links to relevant web sources.
 - Participate in UNDP Regional Service Centre meetings.
 - Participate in EEG UNDP monthly meetings.
5. Manage International Guidebook of Financial Tools for Environmental Management (40%)
 - Manage and coordinate consultancy hired to execute the completion of the Guidebook.
 - Manage publication of Guidebook once technically complete

IV. Competencies and Critical Success Factors

Corporate 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.

Functional Competencies

- Good level of technical report writing skills.
- Multi-tasking
- Highly motivated
- Willing to work under pressure.

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback.
- Demonstrates strong oral and written communication skills.
- Builds strong relationships with clients and external actors
- Demonstrates openness to change and ability to manage complexities

Development and Operational Effectiveness.

- Knowledge about conceptual models in support of formulation, implementation, monitoring and evaluation of development programmes and projects.

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture.

V. Regime For Payment of Fees

- The professionals who submit an expression of interest to work as potential members of the thematic network of associate experts of UNDP in Latin America and the Caribbean, they should set their expectations monthly rates in dollars of the United States of America.
- The contract signed as special services agreement does not involve any fees in advance at the beginning of the consultancy.

VI. Recruitment Qualifications

Education:	Advanced university degree (Master's degree or higher) in development, agricultural studies and/or environmental economics or business. Preferably with additional training in environment, natural resources, public policy and administration, and development issues.
Experience:	Experience in environmental management and project management, preferably with commodities. Proven experience in conducting desk studies, preferably with commodities trade and/or supply chains and web-based stakeholder consultation. Experience in the usage of computers and office software packages.
Language Requirements:	Excellent command in written and spoken English and Spanish is essential; working level proficiency in French and Portuguese is desirable.

ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, not later than **10 September 2010**. Internal candidates must attach copies of three last performance appraisals.

To: Consultant, Green Commodity Analyst **rc.lac.vacancy@undp.org**

Subject: **Vacancy Announcement No. 052. Consultant Green Commodity Analyst**

- Please note that applications received after the deadline will not be considered.
- Only short-listed qualified candidates will receive an acknowledgement.