



Regional Centre LAC

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

I. Post Information

Title: Consultant: Reporting and Editing
Type of Contract: SSA (Special Service Agreement).
Organizational Unit: RBLAC
Supervisor/ Grade: Primary Supervisor – Coordinator Energy and Environment RBLAC

Duration: September 2010-October 2010
Location: New York, home based plus meetings as needed and occasional field visits if required

II. Organizational Context

The UNDP Regional Programme for Latin America and the Caribbean 2008-2011 has identified as a one strategic area of focus a regional Environment & Energy Programme. A central part of this programme is a major and innovative initiative to promote the Role of Ecosystems in Growth Strategies for Latin America and Caribbean. The objective of this initiative is to inform policy and decision makers in Latin America and the Caribbean of the need to invest in and maintain biodiversity and ecosystem services.

The initiative will be innovative in two ways. Firstly it will work at a senior political level to engage key stakeholders in the region so that they take ownership and drive the initiative and the process to gather and present the information. The initiative will engage with political and economic leaders of the region to produce a Report which highlights the role of biodiversity and ecosystems and their management in the development strategies for the region and that provides key compelling economic messages that will be listened to and acted upon. The political process will drive the economic analysis and the report.

Secondly, the Report is expected to provide the right type of information so that Ministries of Finance will be in a position to take informed planning and investment decisions to maintain and invest on their environmental resources and biodiversity assets. The Report will move beyond traditional total economic valuation and focus on a few key development indicators such as employment, poverty reduction and taxation revenues that will have meaning to economic policy makers. As such UNDP will partner with leading institutions such as CEPAL, UNEP, TNC and others in the region to implement and achieve the aspirations of this new initiative.

In order to produce a successful report, the Initiative has been envisioned as the result of a multi-level collaboration:

- A **Technical Advisory Committee**, consisting of leading regional economists and financial experts, will be responsible for the supervision of the quality of the report.
- A **Commission for Biodiversity, Ecosystems, Finance and Development**, composed by distinguished political leaders, civil society leading figures, leading economists, and private investment fund managers, will oversee and drive the Initiative, preparation and dissemination of the report.

- A **Report Preparation Team** of exceptional environmental economists will be in charge of the preparation of the report.

Additionally, a **Consultation Process** with key stakeholders in the region is being carried out to ensure the report is informed by views and information provided by governments of the region, civil society members, private sector representatives, regional and/or local leading environmental and/or indigenous groups and individuals, on how to enhance investment in biodiversity conservation and ecosystem services; and ensure that these unique assets make a contribution to the region's economic growth, human development and equity.

Throughout the International Year of Biodiversity, members of the Commission for Biodiversity, Ecosystems, Finance and Development will meet to discuss report findings and provide strategic direction and guidance for the design and implementation of the Initiative's communications strategy. Based on the objective and agendas to be established for Commission Meetings throughout the year, the Rapporteur will take note of all interventions, discussions and conclusions and produce an assessment report.

The Rapporteur may also assist the Team in other events by preparing assessment reports as needed, as well as preparatory documents or specific presentations about the Initiative.

Furthermore, the consultant will produce a document with main messages coming out from the Stakeholders Consultation Process

III. Functions / Key Results Expected

1. Participate and Produce an Assessment Report on Meetings of the Commission as well as necessary background material.

- Prior to the meeting, review all available material (including chapter drafts and supplementary documents) and prepare eloquent background material to be distributed to Commission members for the session, including summaries of main chapter drafts and supplementary documents.
- Attend the meeting to take account of all participant interventions and input, discussions, deliberations, recommendations and agreements.
- Taking into consideration the objective of the meeting, produce an Assessment Report covering strategic issues identified in the Agenda. Prior to the meeting, specific indication of said issues will be provided by the Primary Supervisor.

2. Produce documentation and/or power point presentations, based on understanding of strategic issues discussed in meetings, as required for dissemination and informational purposes. The suggested structure of these documents/presentations will be provided by the Primary Supervisor depending on the intended purpose and addressee.

3. Review Stakeholders Consultations Materials

- Review and edit all materials produced for stakeholder consultations prior to their publication on the Initiative's website, making sure they contain accurate and compelling data.
- Conduct thorough fact-checking and all references included in the documentation.
- Edit and organize documents into concisely written English.

4. Produce Analytical Summary of Stakeholder Consultations Process

- Review outcomes and materials from all stakeholder consultations, identifying major themes and connections, key ideas and major contributions that will strengthen and complement the messages coming out from the regional report.
- Produce an analytical document with main overall strategic messages coming out from the Stakeholders Consultation Process

Regarding functions 1, 2 and 4, the Raporteur will be responsible for ensuring that all relevant issues, opportunities and problems emerging in the meetings or events and reflected in the discussions of the participants themselves are included in all the assessment reports and in the analytical summary.

IV. Impact of Results

It is expected that all assessment reports will be comprehensive, clear and insightful, reflecting accordingly the strategic direction and guidance provided by participants for Core Team members to use it as valuable feedback to strengthen the content and structure of the main Report and implement necessary adjustments in the preparation and dissemination process. This will allow the team to build a strong and compelling report with a view to contribute to an informed planning and investment decision-making to maintain and invest in the region's biodiversity assets.

Furthermore, the documentation/presentations are expected to present the advances and strategic issues covered by the initiative in a clear, concise manner; supporting the successful implementation of the initiative's communications strategy.

VI. Competencies

The Rapporteur must have a solid understanding of the key issues to be covered by the meeting (s) and the consultations.

VII. Regime For Payment Of Fees

- The professionals must submit an expression of interest to work in the above described capacity, and should provide their consultation fees by the job (flat rate), 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. Payment will be made in two installments upon submission and approval of products by Supervisor. Travel costs will be paid by the project.

VII. Recruitment Qualifications

Education:	Advanced university degree (Master's degree or higher)
Competencies:	Proven knowledge and understanding of application of natural resource economics.
Experience:	Over 15 years of progressively responsible and relevant reporting experience in the field of environmental economics
Communications skills and language:	Excellent command in written and spoken English is essential. Excellent drafting and editing abilities, written communication skills, and ability to understand and explain the core issues of the meetings are required.

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. 050** Consultant: Reporting and Editing

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