

TERMS OF REFERENCE

Implementation Coordinator of the project on *'Increasing resource efficiency in international supply chains following a life cycle approach'* 2-years consultancy engagement

Organizational Setting and Reporting Relationships: The duty station of the position is UNEP DTIE in Paris, France. The implementation coordinator reports to the Head of the Integrated Resource Management Unit within the Sustainable Consumption and Production Branch and the Coordinator of the UNEP/SETAC Life Cycle Initiative. The focus of the job is to help implementing the project on *'Increasing resource efficiency in international supply chains'* following a life cycle approach with an overall vision of 'a world where life cycle approaches are mainstreamed'. The main tasks include the management and monitoring of the activities related to the project and the coordination and organization of capacity building activities and pilot projects in export-oriented economies including emerging economies and developing countries. See in the Annex the description of the project concerned.

Responsibilities: The activities coordinator will be responsible for the following duties:

- Assist in the overall coordination of the project, its management and monitoring; prepare regular technical and financial reports for internal and donors' purposes;
- Ensure the successful functioning and growth of a network of regional experts on life cycle approaches.
- Ensure the project communication means (i.e. newsletters and website) be updated and regularly disseminated;
- Provide substantial input on environmental foot-printing, life cycle assessment (LCA), life cycle management, LCA databases and related topics, when required, and review relevant documents and reports;
- Coordinate and support the collection and dissemination of best practices of companies adapting LCA knowledge in their operations through life cycle management and of users collecting and managing LCA data.
- Organize and assist with awareness raising and capacity building activities for officials of public institutions, academics and representatives from business and industry in emerging economies and export-oriented developing countries on LCA databases, LCA methods, environmental footprint and life cycle management. Act as trainer at least on one of the subjects concerned.
- Identify potential cases in three target countries and coach the implementation and monitoring of pilot cases on LCM and/or LCA databases.
- Participate in field missions, including provision of substantive and administrative support, data collection, etc.
- Perform other duties as required.

Work implies frequent interaction with the following:

Counterparts in the target countries, donors' organizations and regional offices and technical staff in relevant Secretariat branches and units.

Representatives and officials in national governments, international organizations and other consultants supporting the project on *‘Increasing resource efficiency in international supply chains’*.

Results Expected:

- Provides well organized capacity building activities;
- Launches three demonstration cases in developing and emerging economies on *‘Integrating resource efficiency in international supply chains’*;
- Provides thorough, well reasoned written contributions; and
- Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Competencies:

• **Professionalism:**

Knowledge and understanding of environmental footprint, life cycle assessment and life cycle management topics. Demonstrates mastery of at least one of the subject matters: life cycle management, life cycle assessment, carbon footprint, water footprint or global guidance principles for LCA databases. Ability to identify key sources for data collection. Ability to analyze, synthesize and structure issues/problems. Ability to quickly develop project concept notes and meetings summaries in a very organized way. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to apply judgment and pro-actively propose feasible solutions in the context of assignments given, plan own work and conflicting priorities. Demonstrates professional competence in applying the UN rules and regulations. Shows pride in work and in achievements. Shares the vision of the project and *‘walks the talk’*; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and cultural diversities.

- **Planning& Organizing:** Is able to implement a *‘quality management system’* within this project which seeks for continually improving clients perceived and delivered value and actively stimulating innovation; develops detailed workplans that are consistent with agreed project planning; allocates appropriate amount of time and resources for completing work; identifies responsible persons for each task and communicates the responsibilities in a timely manner; monitors and adjusts plans and actions as necessary; uses time efficiently; foresees risks and allows for contingencies when planning.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; thinks *“outside the box”*; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

- **Communication:** Speaks and writes clearly and effectively; demonstrates openness and pro-activity in sharing information and keeping the regional network on LC approaches and other stakeholders and clients informed; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; respect the communication channels within the organizations including the UN.

- **Teamwork:** Takes the initiative to work collaboratively with colleagues to achieve organizational goals; is flexible to support unexpected or urgent team’s needs that might not be expressed in the workplan; motivates others to provide ideas and feedback and genuinely values this input; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with UN regulations and rules; takes personal responsibility for his/her own shortcomings.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks specially in order to reduce the footprint of our activities; shows willingness to learn new technology.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in business administration, economics, sustainability, environmental management, or a related field.

Experience: 5-years working experience in management of environmental related projects including 3 years activities on life cycle approaches or value chain management. The candidate should have a good understanding of environmental footprint, life cycle assessment and life cycle management topics and its applications. Familiarity with information systems and experience in the dissemination of information is desirable. Excellent written, communication, organisation and computer skills (word processing, data manipulation, and graphics generation) are required. Knowledge of the UN system is an asset.

Language: Fluency in English (oral and written) is required. Mastering of another UN official language (French or Spanish) is an advantage.

Other: *(To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)*

Expected starting date: 15 February

Estimated salary: USD 6,300 per month which would be adjusted depending on the qualifications for the selected candidate.

Note: A 1-year contract will be issued and extended to cover the 2nd year of activities.

ANNEX

UNEP project on ‘Increasing resource efficiency in international supply chains’

Over recent decades, the world market and trade has led to the growing movement of goods and services across international borders. Especially, the trade with emerging economies has considerably increased bringing to the prominence their roles in the global supply chains. This has implications for all economies.

Success stories in the private and public sectors confirm that a good understanding on how and when to use life-cycle assessments (LCA) and life cycle related tools allow a continuous improvement to create more value with less resources and less environmental impact for a given product-service chain with the overall objective of establishing more sustainable production and consumption patterns. Life Cycle Management (LCM) has been identified as a valuable approach to assist the use of life cycle based tools in businesses and Governments and life cycle data as essential to improve the quality of the results. Moreover, LCA data collection and analysis are crucial in emerging and export-oriented economies due to their role in global supply chains and greater environmental and social impacts. The promotion of sustainable production and consumption models will not fulfill its potential if trading partners are not able to apply LCA and if there are data gaps along the supply chains. It is therefore increasingly important to have in place a comprehensive system which enables the access to good quality information on environmental and social impacts of products over their life cycle.

The main limiting factor in developing countries and emerging economies is the lack of necessary capacity to develop and use LCM approaches and LCA data towards their use for strategic purposes. Thus, capacity building activities for the implementation of recommended policies and tools by the public and private sectors are fundamental.

The project *‘Increasing resource efficiency in international supply chains - enabling companies and consumers to benefit from information on life cycle environmental performance of products choices’* is the 3-year project funded by the European Commission and implemented by the United Nations Environment Programme.

The objective of the project is to promote methods for the quantification of life cycle environment impacts and a management system to use LC tools to develop principles for communication on product sustainability in a consistent way. The project is structured around two phases, an initial phase in year 1 and the scale up in years 2 and 3. The project will be implemented in developing countries and emerging economies from Latin America, Africa and Asia¹ through the following activities:

- a) Capacity building for application of LCA tools aiming at environmental performance evaluation of products and companies.
- b) Capacity building for the development of life-cycle data related to their main export commodities and products.
- c) Pilot cases on LCM in business and governments in three countries.
- d) Identification, consensus building and dissemination of internationally recognised principles, methods and best practices for communication of life-cycle environmental performance of products to business partners and consumers.

- Activities ‘a’ and ‘b’ will be implemented in years 1, 2 and 3.
- Activities ‘c’ and ‘d’ will be implemented in years 2 and 3.

The target groups include: i) standard-setters to participate in international negotiations and standard setting processes for a given region to adjust the system to local differences, ii) governments at different levels to create the relevant enabling policy framework, iii) business and industry to implement such tools in their company practices; and academics and other training institutions to continue building capacity (beyond the project’s implementation period).

¹ Target countries but not limited to: Brazil, China, India, Indonesia, Malaysia, Mexico, Russia, Thailand, Turkey, Chile, Egypt, Morocco, Peru, and the Philippines, South Africa.