

TERMS OF REFERENCE/DESCRIPTION OF DUTIES

SSA – Project Coordination Consultant

Justification for the request:

Project Coordination Consultant to work with the Programme Director of GEOGLAM in cooperation with the Climate and Sustainable Development Coordinators in the GEO Secretariat. Focus on GEOGLAM's response to food insecurity, and on shared GEOGLAM/GEO Climate and Sustainable Development engagement priorities.

Duties and Responsibilities:

Terms of Reference (including specific, measurable, attainable, relevant and time-bound indicators for the final evaluation):

The GEO Global Agriculture Monitoring (GEOGLAM) Secretariat of the Group on Earth Observations (GEO) Secretariat is looking for a Project Coordination Consultant to support their team in Geneva at the World Meteorological Organization (WMO). Consequently, the preference would be for a person based in Geneva. Reporting to the GEOGLAM Programme Director, the Consultant will primarily be responsible for assisting with developing coordination strategies and implementing targeted tasks around the food security agenda that respond to climate and sustainable development challenges.

Duties will include:

- Assisting with of GEOGLAM co-development webinars, workshops and training events;
- Engaging with GEOGLAM partners, understanding the landscape of contributing GEOGLAM projects, programs, identifying opportunities for increased collaboration within the community;
- Supporting the transfer of EO research to operational solutions to support policy and program development and implementation;
- Support drafting the GEOGLAM/GEO Supplemental Guidance for National Adaptation Plans (NAPs) on the utilization of Earth observations to develop NAPs, identify adaptation options, and implement adaptation solutions;
- Supporting the development of knowledge packages for the GEO Knowledge Hub;
- Assisting with engaging with relevant partners in the international climate policy climate finance domain. Includes UNFCCC, the Green Climate Fund, UNFSS One Map and Digital Coalition, Terra Carta X-Change, and others as they evolve;
- Writing, editing, and producing written content and presentations for technical and policy briefs;
- Carrying out other tasks to support the GEOGLAM Director and Executive Committee, as requested.

Qualifications:

Ability to work in an international team. Ability to establish and maintain professional contacts with GEOGLAM members and GEO Sec staff. Demonstrated ability to write technical and policy reports. Proven ability to organize and execute multi-stakeholder events with senior representatives in international fora. Sense of integrity and responsibility. Excellent organizational and communication skills.

Education:

Postgraduate degree in Science, Social Sciences, Public Policy, International Relations, Development Cooperation, International Economics, or related fields. Additional qualifications in relevant science subjects such as Climatology, Atmospheric / Earth Sciences, Geography, etc. are a bonus.

Experience:

- At least 5 years of combined national and international experience in relevant food security and/or climate research.
- Knowledge of and experience with international climate negotiations under the UNFCCC.
- Knowledge of and experience with Earth observations and remote sensing technologies, particularly with respect to agriculture.
- Knowledge and experience working with research institutions and space agencies.
- Knowledge of and experience with international climate finance in the public and/or private sector.
- Experience planning and promoting international events with senior level representatives.
- Extensive experience writing reports, briefs, documents and correspondence in English.

Languages:

Excellent English language skills. Another UN language would be considered an asset. Note: the working language of the GEOGLAM Secretariat is English.

Deliverables for the payment:

1. NAP Supplemental Guidance Document, supporting knowledge packages and workshop module
2. Development of a GEOGLAM project coordination strategy
3. Implementation of the GEOGLAM project coordination strategy with an initial focus on for Africa

Payment:

This is a mid-level full time assignment (WMO mid- Level C). The consultancy value is CHF 102,000 to be paid in 12 monthly instalments of CHF 8,500.

Timeline:

The consultancy has a duration of 12 months (January – December 2022).