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**Job Opening**

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| **Posting Title:** | Plastics and Waste Management Consultant |
| **Department/Office:** | United Nations Environment Programme |
| **Duty Station:** | KINGSTON |
| **Posting Period:** | 12 May 2023 - 27 May 2023 |
| **Job Opening Number:** | 23-United Nations Environment Programme-208787-Consultant |
| **Staffing Exercise** | N/A |

Result of Service

Efficiently and effectively executed PROMAR and GEF LAC Cities Projects.

Work Location

In person

Expected duration

24 months

Duties and Responsibilities

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Ecosystems Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

UNEP is currently implementing two regional Plastics Projects:
1) the Global Environment facility (GEF)-funded LAC Cities Project, Reduce marine plastics and plastic pollution in Latin American and Caribbean cities through a circular economy approach (2023-2026)
2) “Prevention of Marine Litter in the Caribbean Sea” (PROMAR) project funded by the Government of Germany (2023-2025) and promoting circular economy solutions

The projects are executed by the Cartagena Convention Secretariat on behalf of UNEP in eight implementation countries: (1) Colombia, Jamaica, Panama and (2) the British Virgin Islands, Guyana, Suriname, Saint Kitts & Nevis, and Trinidad & Tobago.

The project aims to reduce waste streams (mainly plastic packaging and single-use plastics) entering the Caribbean Sea and to promote Circular Economy Solutions in the Dominican Republic, Costa Rica, Colombia, the British Virgin Islands, Guyana, Suriname, Saint Kitts & Nevis, and Trinidad & Tobago. This consultancy will be implemented through the financial support of the PROMAR project and will support activities in Suriname in partnership with the Ministry of Spatial Planning and Environment and Green Heritage Fund.

The Consultant will be expected to carry out the following duties:

• Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
• Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
• Researches, analyzes and presents information gathered from diverse sources.
• Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
• Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
• Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
• Develops city level monitoring methodology and indicators; support their application in cities
• Provides substantive support to consultative and other meetings, conferences, such as the Project Steering Committee Meetings (PSC) etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc., including regular travel to key project sites.
• Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
• Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
• Regular reporting to the Executing Agency and Steering Committee(s) on progress, challenges, opportunities and learnings encountered during implementation
• Manages the flow of information from the field and coordinates activities related to budget and funding, monitoring and reporting (programme/project preparation and submissions, progress reports, monitoring reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.), following the reporting requirements of the Implementing Agency.
• Support the management of relevant procurement processes needed at city and regional level, which includes drafting ToRs of consultants and subcontracts, manage relevant procurement processes, including advertising the call for proposals, collecting applications, interviewing candidates, signing and managing contracts, ensure procurement processes are aligned with procurement guidelines/requirement of GEF, UNEP and the relevant local governments if relevant
• Fosters effective and productive relations with stakeholders including government, and private entities, NGOs, media organizations, etc.
• Participates in monthly status update calls with the UNEP GEF Task Manager and PROMAR lead implementer Adelphi
• Ensures the Project governance and oversight of the financial resources from the GEF/BMUV investment and the co-financing delivered by the Project stakeholders.
• Drafts, validates and manages the agreements to be signed with partners under the project
• Performs other duties as required.

The Consultant will report to the AMEP Programme Officer under the overall supervision of the Coordinator of the UNEP Cartagena Convention Secretariat. The role implies frequent interaction with the following:

• Counterparts,
• Senior officers and technical staff in relevant Secretariat units and in UN funds,
• Programs and other UN specialized agencies.
• Representatives and officials in national governments,
• International organizations,
• Consultants,
• Partners and stakeholders

Qualifications/special skills

Bachelors degree or equivalent in environmental/natural resource management, conservation, management, or a related field.
Master’s Degree in Environmental Management or related field is desirable
A minimum of five years of progressively responsible experience in environmental or natural resources management, correlated area at regional and national level. A master's degree in the field may be considered in lieu of two years of work experience.
Experience in regional or international environmental-related initiatives, programmes and projects is advantage.

Languages

English and French are the two working languages of the United Nations Secretariat. For this position excellent writtenand oral communication skills in English are essential. Working knowledge of Spanish is desirable.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.