



**TERMS OF REFERENCE FOR
TECHNICAL OFFICER (TO)
1BTR/2BTR+5NC Project**

Background:

Egypt ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1992, Kyoto Protocol in 2005 and signed the Paris Agreement in 2016. As Party to the Convention, Egypt has the obligation to implement decisions of the Conference of the Parties (COP) regarding the implementation of policies and measures to adapt to, and mitigate climate change, thereby contributing to the attainment of the objective of the Convention. Article 13 of the Paris Agreement establishes an Enhanced Transparency Framework (ETF) for action and support designed to build trust and confidence that all countries are contributing their share to the global effort. By tracking and reporting on the progress and implementation challenges of their climate pledges, countries will have the necessary information to strengthen their ambition in the future and identify new priority areas for action, along with the resources needed to ensure that each Nationally Determined Contribution (NDC) cycle builds on the previous one

The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) decided that Parties shall submit their first Biennial Transparency Report(1BTR) and national inventory report, if submitted as a stand-alone report, in accordance with the adopted modalities, procedures and guidelines, at the latest by 31 December 2024

Development of Egypt's First Biennial Transparency Report (1BTR), and a combined Second Biennial Transparency and Fifth National Communication Report to the UNFCCC (2BTR+5NC) Project supports Government of Egypt to develop and submit its First Biennial Transparency for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA) in line with the Modalities, procedures and guidelines (MPGs¹), for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. The project will strengthen technical and institutional capacity to assist Egypt mainstream climate change concerns into sectoral and national development priorities by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications and Biennial Update Reports processes to date

The Egyptian Environmental Affairs Agency (EEAA) is partnering with UNDP on the implementation of the project activities in Egypt. Accordingly, the project is seeking to recruit a **Technical Officer (TO)** for the project reporting directly to the Project Manager. The contract will be a 3-month under evaluation and subject to be extended on an annual base.

Scope of Work:

A Technical Officer (TO) will be recruited to provide daily assistance to the Project Manager; the TO will be hired as a full-time project staff member for the duration of the project and will primarily assist and report to the Project Manager (PM). The TO tasks will include but not necessarily be limited to the following specific responsibilities:

- Assist the PM in Managing and coordinating the day-today activities

¹ annex to decision 18/CMA.1



- Follow up and coordinate the production of project outputs through the project consultants
- Establish and maintain good communication and coordination with stakeholders
- Assist the PM in preparing the workplan, and be responsible for following up, review and update workplan in coordination with PM
- Provide necessary guidance to consultants and sub-contractors in performing their function, and acts as a link between them and PM
- Organize and facilitate technical meetings and any other meetings with counterparts including government, donors, private sector, NGOs and other stakeholders, taking minutes of the meetings and report frequently to PM
- Prepare monthly, quarterly, and annual progress reports as required by PM, EEAA, EU and UNDP
- Prepare the terminal report to PM
- Perform any other functions as required by the PM

Qualifications and Experience

- A minimum of university degree (Master's Degree is desirable) with experience in environment related issues and other related disciplines
- Good understanding of the national environment/development issues as well as national obligations towards the UNFCCC with an institutional development experiences.
- Experience relevant to the project and management.
- Experience with donor funded projects will be an added advantage
- Excellent communication (Written and Oral) Skills.
- Appropriate experience working with government, structures at local levels, and working with NGOs and private sector.
- Excellent inter-personal skills as well as working well within a team environment.
- Good command of English.
- Fresh graduates with engineering, science and agriculture backgrounds are also encouraged to apply

Expected competencies

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.
- **Commitment to Continuous Learning:** Willingness to keep abreast of new developments in the field of work.
- **Communication:** Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style
- **Technological Awareness:** Ability to make effective use of required computer software and other equipment relevant to the post.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

All applications including updated CV and specifying the title of the post to be sent to the attention of:

- **Dr. Samir Tantawi, The Project Manager:** samir_tantawi@hotmail.com
- **Only shortlisted candidates will be contacted.**

Deadline: 19th of June, 2024