



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help build a better life.

**Subject: International consultant for designing and supporting
a UNFCCC COP 15 training programme for the Government of Lao PDR**

Background: UNFCCC COP 15 (December 2009, Copenhagen) will be the most important climate change conference since COP 3 (1997, Kyoto). A new agreement is expected to be finalized in Copenhagen, which can have a significant impact on the development of Lao PDR and the potential impacts of climate change. The Lao Government is determined to send a well prepared and aligned delegation to COP 15 in order to communicate its position and strongly support an agreement that will combat climate change whilst facilitating the sustainable development and climate resilience of Lao PDR.

UNFCCC COPs have been usually attended by small Lao delegations. A larger delegation, however, attended Poznan last year, consisting of government representatives of WREA and MAF, as well as international advisers. Based on experience in this event, WREA seeks support to develop an extensive training programme to thoroughly prepare the Lao delegation for participation in the UNFCCC COP 15.

Duties and responsibilities

- The design of a capacity strengthening programme for the Lao delegation to UNFCCC and other key staff of the Climate Change Office and critical sectors (health, water, agriculture and forestry), consisting of various sessions throughout the year (starting as soon as possible). This will encompass the development of a timeline of training sessions and key meetings, in each instance identifying key participating institutions, agenda of the training sessions (where applicable), and estimated budget. The capacity strengthening programme would include, but not necessarily be limited to:
 - General information sessions on climate change and UNFCCC negotiations;
 - Specific technical training on topics that are most relevant to Lao PDR (e.g. carbon market, REDD, adaptation, etc.);
 - Assist the delegation in developing negotiating positions and skills;
 - Advise the delegation on how to organize themselves at COP 15;
 - Preparation of sub-delegations who will participate in the following preceding meetings:
 - AWG-KP 9 and AWG-LCA 7, Bangkok (Thailand), 28 September – 9 October 2009
 - SBI 13, SBSTA 13, AWG-KP 8 and AWG-LCA 6, Bonn, 1 – 12 June 2009
 - A number of key regional events with COP 15 delegations from South East Asia;
 - The training programme should take into account the availability and capacities of delegation members and should be developed based on extensive consultation with the Climate Change Office and development partners;
- The organization of a workshop by the Climate Change Office of WREA with stakeholders to present the training programme and secure commitments.

Competencies

- Excellent analytical skills;
- Excellent communication skills (written, verbal, and interpersonal);
- Results orientation;
- Ability to manage and work well in multi-disciplinary and multi-cultural teams;
- Ability to work in an organized and systematic manner.

Qualifications and experience required

- At least a Master degree or equivalent related to social science or environmental management;
- Experience in development of capacity strengthening programmes;
- Familiarity with environmental conventions, especially with UNFCCC;
- Good understanding of the Government of Lao PDR policies, structure and procedures;
- Experience in externally-funded development projects and working in teams;
- Excellent interpersonal and communication skills and positive attitude towards working with host country national staff and government officials;
- Good skills in Microsoft Office;
- High level of proficiency in English; Knowledge of Lao would be an advantage.

Additional Qualifications

- Thorough understanding of all aspects of climate change, carbon finance, the UNFCCC and the Kyoto Protocol, including the related negotiation processes.
- Extensive network in the fields mentioned above.

Duty Station and duration of the consultancy: In the Climate Change Office of the Department of Environment, WREA, Vientiane, Lao PDR. The consultancy will commence as soon as possible. The total duration is 7 working (or more) days.

Please send detailed CV along with a letter of interest and financial proposal by **COB 18 April 2009** to:

Mr Syamphone Sengchandala – Climate Change Office, WREA, indicating on the envelope:

(RFP_005_09 International Consultant for UNFCCC COP15)

Or to Email: Syamphone_s@hotmail.com

Female candidates are encouraged to apply
Only short-listed candidates will be contacted for interview