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## **TERMS OF REFERENCE (Individual Contractor Agreement)**

**Title:** LCA Data Consultant (GLAD)

**Project:** Global Life Cycle Assessment (LCA) Data Access network (GLAD)

**Duty station:** Home based (Freiburg, Germany)

**Section/Unit:** UN Environment Programme, Resources & Markets Branch, Life Cycle Unit

**Contract/Level:** IICA-2

**Supervisor:** Claudia Giacobelli, Programme Management Officer; Life Cycle Initiative

### **1. General Background**

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. With over 8,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

### **Background information – Job Specific**

The consultancy position is placed within the Life Cycle Initiative, hosted by UN Environment Programme. In 2018, the Life Cycle Initiative launched the Global Life Cycle Assessment (LCA) Data Access network (GLAD): <https://www.globalcadataaccess.org>. GLAD aims to achieve better LCA data accessibility and interoperability to support policy makers and businesses in their decision-making processes. The network is comprised of independently-operated LCA databases (nodes) from around the world and provides users an interface to find and access life cycle inventory datasets from different providers.

One of the main functionalities of GLAD is the conversion function which allows users to convert a dataset from its native format in the source database into another format convenient for the user. This functionality is based on key metadata descriptors, which are required from datasets to be connected to GLAD to allow for interoperability between them, as well as a global mapping of elementary flows' nomenclature.

As part of the process to grow the GLAD network and to make it a truly global system of interconnected LCA databases, the Life Cycle Initiative is reaching out to dataset providers around the world to connect their datasets to GLAD. A substantive number of dataset providers (nodes) have already been connected.

In order to enable the already connected and potential further dataset providers to manage the technical and operational aspects related to connecting datasets to GLAD, it is crucial to provide them with technical support,

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guidance and coordination with other network participants. UN Environment Programme is seeking a skilled technical expert to deliver such support, guidance and coordination. Furthermore, the improvement and advancement of the system needs facilitation and coordination of the various contributors (contractors and volunteers).

GLAD is an open source system with all documentation available here:  
<https://www.globalcadataaccess.org/documentation>.

In addition, a supporting document for nodes is available here:  
<https://www.globalcadataaccess.org/uploads/Guidance%20for%20GLAD%20metadata%20descriptors.pdf>

These resources form the basis of the support given to nodes through this consultancy.

## 2. Purpose and Scope of Assignment

The consultant will be home-based and will work with the Life Cycle Initiative Unit of the Resources and Markets Branch.

The aim of the consultancy work is to assist nodes with the connection process to GLAD and to facilitate and coordinate contributions from the community in further developing the GLAD infrastructure. Specific duties related to this position include:

1. Provide technical support to nodes targeted to each of their specific situations and needs and assist them in managing the data connection process to GLAD.
2. Manage and coordinate the network's communication tools, such as Redmine and email lists, to identify issues and address them accordingly. This includes coordination of work with UNEP's digital development contractors.
3. Coordinate with the GLAD Technical Management Group and UNEP's Knowledge Manager on issues requiring their input, and update regularly on GLAD uptake through analytics.
4. Carry out software development tasks, including bug fixes, feature development and maintenance work that contribute towards the advancement of GLAD.
5. Contribute with conceptual work toward the advancement of GLAD, specifically for the planned self-registration facility using the GLAD Metadata Template and potentially the data itself.
6. Liaise with the GLAD working groups (Meta Data WG, Nomenclature WG) on further development of GLAD metadata and nomenclature and proper adaptation in the various components, including documentation and migration of existing data.
7. Organize and conduct outreach activities such as webinars, developers workshops etc.

**Travel:** Not foreseen. Discussions with partners should be held by email, phone calls or any other tool of remote conferencing.

### 3. Monitoring and Progress Controls

The expected result of services includes:

- Dataset providers (nodes) are supported in their efforts to connect datasets to GLAD.
- Datasets are connected to GLAD; analytics show growing uptake, downloads, searches, etc.
- A self-registration facility is available for nodes to easily manage their data registration and update.
- The conversion facility supports ecoSpold2 and a nomenclature conversion according to the mappings provided by the Nomenclature WG.
- The GLAD software components are properly maintained and bugs are fixed and improvements are implemented.
- Outreach activities such as webinars, developers workshops etc are organized and conducted.

#### Tasks and Indicators:

Tasks	Indicators
Provide technical support to nodes targeted to each of their specific situations and needs and assist them in managing the data connection process to GLAD.	<ul style="list-style-type: none"> <li>● Nodes in need of technical support are provided with professional advice and can connect datasets to GLAD.</li> <li>● The number of datasets connected to GLAD increases.</li> <li>● Positive feedback from nodes.</li> </ul>
Manage and coordinate the networks communication tools, such as Redmine and email lists, to identify issues and address them accordingly.	<ul style="list-style-type: none"> <li>● Any topics and issues arising among discussion groups are followed up on and solved.</li> </ul>
Coordinate with the GLAD Technical Management Group and UN Environment's Knowledge Manager on issues requiring their input.	<ul style="list-style-type: none"> <li>● UNEP is kept informed about progress and consulted for any issues requiring its input.</li> <li>● Regular update of progress in dataset connection to GLAD and advancement of the software infrastructure</li> </ul>
Contribute with conceptual work toward the advancement of GLAD, specifically for the planned self registration facility using the GLAD Metadata Template and potentially the data itself.	<ul style="list-style-type: none"> <li>● A self registration facility is available and usable.</li> </ul>
Liaise with the GLAD working groups (Meta Data WG, Nomenclature WG) on further development of GLAD metadata and nomenclature and proper adaptation in the various components, including documentation and migration of existing data.	<ul style="list-style-type: none"> <li>● The conversion facility supports ecoSpold2 and a nomenclature conversion according to the mappings provided by the Nomenclature WG.</li> </ul>

Carry out software development tasks, including bug fixes, feature development and maintenance work that contribute towards the advancement of GLAD.

- The GLAD software components are properly maintained and bugs are fixed and improvements are implemented.

#### 4. Qualifications and Experience

**a. Education** (Level and area of required and/or preferred education)

University degree in IT development or a related field.

**b. Work Experience**

At least 5 years work experience of progressively responsible experience in IT development with a special focus on open source LCA database development and a good understanding of Life Cycle Assessment. Experience in coordinating multi-stakeholder processes and in establishing and maintaining productive partnerships with clients.

**c. Languages**

Fluency in English (oral and written) is required. Mastering of another UN official language is an advantage.

#### 6. Key Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):  <b>Steven Stone</b> Chief, Resources & Markets Branch UNEP, Economy Division	Contract holder (Name/Title):
Signature _____ Date _____	Signature _____ Date _____