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

Title: Junior eco-innovation and life cycle consultant
Project: InTex: Innovative business practices and economic models in the textile value chain
Duty station: Home-based (Bonn, Germany)
Section/Unit: Life Cycle Unit, Resources and Market Branch, Economy Division
Contract/Level: IICA-1
Supervisor: Claudia Giacobelli, Bettina Heller

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 UN Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. 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 Economy Division works with international governments and non-governmental organizations, national and local governments, business and industry to develop and implement policies, strategies and practices that are cleaner and safer, incorporate environmental costs, use natural resources efficiently, reduce pollution and risks for humans and the environment, and enable the implementation of conventions and international agreements.

The ICA will work with the Life Cycle Unit and the Consumption and Production Unit, Resources and Markets Branch, Economy Division. This post is home based.

2. Purpose and Scope of Assignment

The scope of the consultancy is to support activities of the project InTex: Innovative business practices and economic models in the textile value chain. The focus will be on UNEP's eco-innovation approach and life

cycle thinking (especially product environment footprint), supporting partners in the three InTex countries (Kenya, South Africa and Tunisia), as well as global knowledge work under the project.

Under the supervision of the Eco-innovation and the Life Cycle Thinking Programme Officers, the ICA will have the following responsibilities:

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc. Such programmes / projects will focus on the promotion of eco-innovation and life cycle thinking, within the context of the InTex project.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Supports the organization of outreach activities; training workshops, seminars, presentations, etc on assigned topics/activities.
- Contributes to the preparation of written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Contributes to monitoring and reporting of related projects.
- Performs other duties as required.

3. Monitoring and Progress Controls

- Above listed tasks successfully delivered, including satisfactory acceptance by UNEP;
- Deadlines successfully met.

4. Qualifications and Experience

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

- Master's degree in one of the following areas: environmental sciences, environmental engineering or business studies

b. Work Experience

- A minimum of one-year experience in project/programme management is required
- Experience in sustainable consumption and production, sustainable business and life cycle approaches is required
- Practical experience in dealing with private sector is an advantage
- Experience at international level and in the UN system is desirable

c. Languages

- Fluency in English is required
- Knowledge of other UN Official Languages is an asset

c. 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) Steven Stone Chief, Resources & Markets Branch UNEP, Economy Division		Contract holder (Name/Title):	
Signature	Date	Signature	Date