



Cabinet of Ministers /Egyptian Environmental Affairs Agency  
United Nations Development Programme (UNDP)  
Global Environmental Facility (GEF)  
Egypt's First Biennial Update Report (BUR) Project  
مشروع تحديث البيانات كل سنتين



## Terms of Reference

### Climate Change Project Support Expert

(Full-time or Part-time)

**Project Title:** Egypt's First Biennial Update Report  
**Post Title:** Climate Change Project Support Expert  
**Duty Station:** Cairo  
**Duration of Project:** Until December 2017

#### BACKGROUND/ORGANIZATION CONTEXT:

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report (BUR) to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III.

The **Climate Change Project Support Expert** will be based in a Project office within the Egyptian Environmental Affairs Agency (EEAA) or very close to it. Under the direct coordination of the Project Director/ Coordinator and overall guidance of the Project Board, the **Climate Change Project Support Expert** will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the Ministry of Environment and the Project Manager of the project.

#### Objective of the Assignment

To support Mitigation and Adaptation actions that are priority in Egypt, and to support the project pipeline from BUR for implementation.



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## Tasks

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- 1- Support in coordinating the Mitigation and Adaptation needs via technology, financially and capacity building needs.
- 2- Prepare follow ups on climate change projects that are within the Government of Egypt.
- 3- Communicate with partners in terms of agreeing upon the implementing modalities through liaising with climate change experts closely ;  
- Support implementation of the Pipelines projects.  
Support all issues related to Egypt hosting to the GCF board as related to Egypt Pipeline
- 4- Meet deadlines and communicate effectively.

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## Personnel Qualifications

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- University degree in Science/Engineering or Environment related disciplines; with minimum grade very good.
- At least 10 years' experience in the Environment field
- High efficiency in using computer, Microsoft package.
- Good understanding of Climate change phenomena and its impacts;
- Excellent communication skills (written and Oral) Skills.
- Excellent inter-personal skills as well as working well within a team environment.
- Good command of English
- Capable of writing management letters in Arabic in effective manner.
- Capable of reviewing and commenting on technical reports for clarity and understanding in an effective manner.
- Capable of following procedures.

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## Benefits

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Salary will be paid in local currency

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## Application Process

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- For the interested candidate, please e-mail to [eeaa.bur.eg@gmail.com](mailto:eeaa.bur.eg@gmail.com) your CV and letter of interest in a single document named "[Last name]". The subject line of the e-mail should read "Climate Change Project Support Expert"
- Applications are currently being accepted until filled