



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: National Technical Advisor (NTA) on Poverty – Environment Mainstreaming in Districts.  
Position Number:  
Department: Environment and Poverty Reduction  
Reports to: Director General of REMA.  
Reports: Monthly, quarterly and annual  
Position Status: (*Rotational/non-Rotational*)

Current Grade:  
Approved Grade: SB-4  
Position Classified by:  
Classification Approved by:

### II. Organizational Context

The economy of Rwanda is substantively dependent on natural resources such as land and water. The natural resource base and its contribution to economic growth and poverty elimination is under pressure, mainly because of very high population densities in rural areas. This situation is aggravated by the high vulnerability caused by rough terrain, susceptibility to erosion, exacerbated by climate change. Therefore, the sustainable management of these resources is necessary to maintain or increase the economic benefits. Thus, the Government of Rwanda has taken a number of policy and programme initiatives to ensure the country's improved management of the environment and natural resources (ENR) sector for sustainable development.

This includes the Government of Rwanda - UNDP/UNEP supported Poverty Environment Action for SDGs (PEA). The PEA builds on the successful UNDP-UNEP Poverty Environment Initiative (PEI) in Rwanda that was first launched in December 2005 and led to significant improvement in the inclusion of environmental and natural resources (ENR) sustainability objectives in Rwanda's Economic Development and Poverty Reduction Strategy (EDPRS) I and II, and in the new National Strategy for Transformation (NST-1) for the period 2018-2024, as well as in the Sector and District Development Strategies.

Rwanda has made important progress in poverty reduction, though there is a need to better link "ending poverty" as stated in the new National Strategy for Transformation (NST) and the SDGs, with the sustainable use of the environment and natural resources. Priority Action No. 7 in the NST1 focuses on: "Promote Sustainable Management of the Environment and Natural Resources to Transition Rwanda towards a Green Economy", and Environment and Climate Change is also one of the 7 Cross-cutting Areas in the NST1. Other policies, strategies and action plans also include environmental sustainability and action against climate change. Mainstreaming of ENR into planning and budgeting has been to a large extent achieved, including in Districts, with support from PEI and REMA. However, there is a need for more effectively mainstreaming Poverty – Environment (P-E) linkages, in terms of investing in, budgeting, spending and assessing its effects into sectors and especially districts, as the majority of Rwanda's people are dependent on natural resources. This needs further capacity development for effective P-E mainstreaming at District level, including use of appropriate tools.



The new PEA is scheduled to start in September 2018, runs concurrently with the NST 1, and its Outcome is: *"Increased and enhanced investments that deliver concrete and significant results in poverty reduction, environmental and natural resource sustainability and resilience building at national and district levels"*. An important part of the work for PEA is to support the selected pilot and other Districts in furthering and deepening the mainstreaming of Poverty – Environment elements into their planning and budgeting. In order to strengthen this support, it is proposed to recruit a National Technical Advisor (NTA) to assist selected Districts and the Ministry of Local Government (MINALOC) in achieving these objectives.

The NTA will be recruited by UNDP Rwanda on behalf of PEA / REMA and will be stationed in REMA working under the supervision of the Director General and reports to the PEA Management and Steering Committee. The NTA will support mainstreaming of relevant Poverty – Environment elements in Districts, with special attention to the PEA pilot Districts (Musanze and Bugesera), and will ensure close collaboration and coordination with MINALOC and the selected pilot and other districts. The support will be mainly executed through developing of tools, working and guiding District staff on developing green investments proposals for Districts, training, identifying further elements of capacity building and support, and undertaking and supporting studies that will provide evidence for P-E mainstreaming in Districts.

### III. Functions / Key Results Expected

#### Summary of key functions:

- Support selected Districts and MINALOC in the integration of pro-poor environmental and natural resources sustainability into District planning, budgeting, investment and expenditure processes.
- Establish synergies and collaboration with relevant institutions and other initiatives and projects aiming to inform and influence the inclusion of actions to improve environmental and natural resources sustainability and climate resilience into District planning and budget processes.
- Develop capacity and tools to guide integration of environment and natural resources sustainability and climate change resilience into District processes

#### Support selected Districts and MINALOC in the integration of pro-poor environmental and natural resources sustainability into their planning, budgeting, investment and expenditure processes

- Review all district plans and budget submissions to ensure that actions to improve pro-poor environment and natural resources sustainability and climate resilience have been included;
- Effectively coordinate inter and intra district budgeting processes, in collaboration with MINALOC, to ensure integration of actions to improve environment and natural resources sustainability and climate resilience;
- Support capacity building and training in selected Districts and MINALOC on P-E mainstreaming in their planning, budgeting, investment and implementation processes. This also includes supporting the relevant recruited technical assistance on specific technical P-E related trainings to districts and MINALOC and other entities working with and in districts;
- Document Lessons learned and recommendations on P-E mainstreaming in district planning and budgeting, including development of relevant policy briefs.
- Produce yearly reports on the review of the district budget submissions and implementation

#### Establish synergies and collaboration with relevant institutions and other initiatives and projects aiming to inform and influence the inclusion of actions to improve environmental and natural resources sustainability and climate resilience into District planning and budget processes.

- Map institutions and initiatives working on ENR & CC mainstreaming or that are relevant to provide ENR & CC mainstreaming in Districts, with special attention to the selected pilot Districts
- Produce Yearly Reports on lessons learned and recommendations for improving the mainstreaming of pro-poor environment, natural resources sustainability and climate resilience into the districts Planning and Budgeting processes.
- Actively participate in all relevant selected pilot District consultation processed, including from JADF, and provide inputs and comments to the relevant reports and minutes
- Contribute to PEA planning and budgeting process
- Provide relevant inputs to the PEA reporting, including for Steering committee;

**Develop capacity and tools to guide integration of actions to improve environment and natural resources sustainability and climate change resilience into District processes**

- Support capacity building and training in selected Districts and MINALOC on P-E mainstreaming. This also includes supporting the relevant recruited technical assistance on specific technical P-E related trainings to Districts and MINALOC and other entities working with and in districts;
- Support MINALOC and REMA in producing relevant tools that will assist Districts in effectively mainstreaming pro-poor ENR sustainability, e.g. through producing, revising and updating P-E mainstreaming checklists and assessments for Districts;
- Briefing and/or guidance notes to enable effective inter and intra district coordination;
- Produce Briefs, guidance notes and / or other information and advocacy materials on P-E mainstreaming in districts;
- Produce relevant inputs in the TORs and Reports for consultancy studies for P-E mainstreaming at district level;
- Quality assure consultancy and other reports emanating from the PEA activities in Districts, especially the selected pilot Districts
- In collaboration with MINECOFIN and others, provide inputs to investment guidelines and other mechanisms that guide private sector investor to improve the inclusion of environmental and natural resources sustainability and climate resilience elements in Districts

#### IV. Impact of Results

- UNDP – UN Environment Poverty Environment Action Programme implemented in pilot Districts
- Environment, natural resources sustainability and climate resilience objectives are mainstreamed in District Strategies and yearly plans and imihigos, and implemented and assessed
- Public Allocations for environment and natural resources sustainability and climate resilience to Districts increased
- Green components in DDSs implemented
- Green investments from Districts and private sector for Districts developed and implemented

#### V. Competencies



**Corporate competencies**

- Strong interpersonal skills
- Maintain effective work relationships in a multi- cultural environment;
- Promote the vision, mission and strategic goal of UNDP and REMA

**Functional competencies**

- Demonstrates strong technical knowledge in field of Environment and Climate change;
- Proven practical knowledge of mainstreaming of environment and natural resources sustainability and climate resilience into District strategies;
- Familiarity with Government of Rwanda systems and functions, especially at District level;
- Familiarity with UNDP and UN system and role of key institutions in the field of Poverty Reduction, environmental and natural resources management, climate change and green growth.
- Knowledge of Rwanda District governance and support systems, including planning and budgeting;
- Knowledge of programming frameworks related to UNDP an advantage
- Ability to multi-task
- Attention to detail

**Leadership**

- Takes initiative and calculated risks;
- Focuses on impact and results for client;
- Builds trust in interactions with others;
- Displays positive attitude;
- Takes decisions.
- Managing Relationships
- Builds strong client relationships;
- Builds strong relationships with partners;
- Communicates clearly and convincingly.

**Task management**

- Provides quality outputs in a timely manner;
- Analyses problems carefully and logically, leading to fact-based and practical recommendations;

**Managing complexity**

- Supports development and implementation of clear programme strategies;
- Develops and advocates for innovative solutions.

**Building and Sharing Knowledge**

- Shares knowledge and experience with colleagues;
- Actively builds deep knowledge in mainstreaming environment and climate change;
- Makes valuable practice contributions in green growth;
- Promotes knowledge management

**VI. Recruitment Qualifications**

Education:	At least a Master's degree in development studies, economics, environment management, natural resources and related field, public management, etc.;
	<ul style="list-style-type: none"> <li>• 5 years' work experience in related fields such as</li> </ul>

Experience:	<p>integrating ENR sustainability in poverty reduction strategies and budgets in developing countries.</p> <ul style="list-style-type: none"> <li>• Experience in developing green proposals/green investment proposals for different donors;</li> <li>• At least 5 years' experience with local government, including its planning and budgeting processes, especially in Rwanda.</li> <li>• Experience in integrating cross-cutting issues (environment and climate change, gender, HIV/AIDS, etc.) in sub national development planning, budgeting and/or monitoring systems.</li> <li>• Proven experience working with, and providing capacity building support to, public sector institutions in particular at local (district) level.</li> <li>• Experience that portrays leadership skills, including strong interpersonal skills with ability to multi-task and maintain effective work relationships in a multi- cultural environment.</li> <li>• At least 5 years' experience of working with UN systems and/or other development partners an advantage</li> </ul>
Language Requirements:	English and Kinyarwanda. Knowledge of French an advantage

VII. Signatures- Post Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor: Madeleine Nyiratuza		
Name / Title: Programme Specialist and Head, SGU	Signature 	Date 19/2/2019
Chief Division/Section: Stephen Rodriques		
Name / Title: Resident representative	Signature 	Date 19/2/2019

