

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2009/NAO/EEG/ICA/Wri-5
Post Title	Individual Contractor Agreement (ICA) Writer
Post Level	ICA/2
Position status	Non-rotational
Org Unit	UNDP/EEG
Duty Station	Home-base (travel involved as required)
Duration	10 months
Closing Date	23 June 2009

Background

The South African National Biodiversity Institute (SANBI) is collaborating with the United Nations Development Programme (UNDP) on the development of a UNDP primer, based on South African experience, on *Mainstreaming Biodiversity in Production Landscapes* as part of the UNDP Project: Biodiversity Global Programme 2008-2010 Mainstreaming Biodiversity into Economic Sector Governance Systems and Product Supply Chains.

The mainstreaming primer will be a "how to" resource that highlights innovative and effective tools used for mainstreaming biodiversity conservation at the landscape level across South Africa over the last decade. The primer will promote global best practice by giving guidance on which tool to use in a particular situation and providing advice, based on the South African experience, on how to deliver results in relation to the tools' objectives.

This will support UNDP's goals of using the products of the Biodiversity Global Programme to strengthen the design and implementation of mainstreaming initiatives of UNDP and its partners, to cross-fertilise policy development internationally and to strengthen the global community of practice working on biodiversity mainstreaming across governments, the private sector and civil society.

The main audience for the primer will be this global community of practice, with an emphasis on developing countries. In addition, the book is intended to be useful to conservationists and decision-makers in South Africa. The primer will be written and structured accessibly to maximise its potential for application to other country contexts. It will be printed and made available online and possibly be translated into a number of languages.

The primer is planned as a book of a maximum of 80 A4 pages (including five chapters of up to 10 pages each, plus introduction, preliminary and end pages). The material in the chapters will follow a standard format and will be structured to include elements such as text boxes with background information, case

studies and glossaries.

The material will be planned with the layout in mind and visual elements such as photographs, diagrams illustrating processes and relationships, maps, tables and graphs will be prepared simultaneously with the text. A typical chapter might include one table, one graph, one illustration, one map, two diagrams and three photographs. The themes for the chapters of the book are as follows:

Introduction

Contextualising biodiversity conservation in the SA government's development agenda and the challenges of responding to anticipated climate change, challenges of implementing tools, building institutional capacity, lessons learnt so far

1. National planning tools for biodiversity management

legislation e.g. the Biodiversity Act, planning tools e.g. National Biodiversity Strategy and Action Plan, National Spatial Biodiversity Assessment, National Biodiversity Framework, National Protected Area Expansion Strategy, National Freshwater Ecosystem Priority Areas project

2. Tools for land-use planning and decision-making/environmental assessment

BGIS website, biodiversity sector plans (bioregional plans), making biodiversity info available for SDFs, EIAs, EMFs etc., listing threatened ecosystems, Fynbos Forum Ecosystem Guidelines for Environmental Assessment

3. Biodiversity stewardship as a tool to expand protected areas

National Protected Area Expansion Strategy context, legislative tools for private and communal protected areas, conservation stewardship models, identifying priority corridors, fiscal incentives for stewardship

4. Tools for conserving biodiversity in production landscapes

best practice guidelines, certification of biodiversity-friendly produce, guidelines for sustainable harvesting, stewardship champions, sustainable farm management systems

5. Using the bioregional programme approach (the interface between the tools and the landscape level)

key features of bioregional programmes (CAPE, SKEP, Grasslands), sector-based impact studies, climate change resilience corridors and landscape initiatives, cooperative governance

Duties and Responsibilities

The services required are the following:

- Conduct desktop research and synthesise material for introduction and five chapters
- Help define questions for five expert workshops, attend and record results
- Write first drafts of all chapters, preliminary and end pages and co-write introduction with SANBI
- Commission tables, graphs, illustrations, maps, diagrams and photographs from designer, with SANBI support on maps and photographs
- Commission and collate feedback from reviewer, workshop participants and reference group members
- Produce final draft based all comments
- Have final draft proofread and corrections made

Required Selection Criteria

Competencies

- Ability to write in an accessible style whilst conveying complex concepts
- Excellent analytical and research skills
- Meticulous attention to detail

- Creativity with visual elements as an aid to the learning process
- Good organisational skills and ability to keep within time framework and budget

Education/Experience/Language

- 5-8 years of working experience, preferably in the communications field
- Close working knowledge and experience of the biodiversity conservation sector in South Africa
- University degree required, preferably in the field of natural or social sciences
- Excellent written and verbal communication skills in English
- Proven experience in writing similar publications, particularly for the United Nations and the South African government (with examples provided)

Submission of Applications

Qualified candidates may submit their application, including:

1. A letter outlining the proposed approach to the work in detail
2. A curriculum vitae and updated United Nations Personal History Form (P.11) - available at www.unops.org.

Applications should be submitted via e-mail to dgvas@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are shortlisted will be notified.
- Qualified female candidates are strongly encouraged to apply.

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