



Economy Division



CONSULTANCY JOB OPENING

VACANCY	Sustainability Reporting Toolkit Development
ORGANIZATIONAL LOCATION:	UN Environment Economy Division
DUTY STATION:	Home-based / Remotely
FUNCTIONAL TITLE:	Consultant
DURATION:	5 months
CLOSING DATE:	September 17 th , 2017

Organizational setting

The UN Environment 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. UN Environment'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. This consultancy will support the activities of the Consumption and Production Unit of the Resources and Markets Branch of UN Environment's Economy Division in Paris, France.

Background & Purpose

Corporate Sustainability Reporting can play a key role in attaining the 2030 Agenda for Sustainable Development and the Sustainable Development Goals as high quality and internationally comparable reporting contributes to financial stability, promotes good governance, as well as socially and environmentally responsible practices which are key to sustainable development.

Acknowledging the importance of Corporate Sustainability Reporting, the Latin American region has seen an increase in the number of companies publishing sustainability reports, and national governments are beginning to address this domain. However, national policies on this regard remain at an early stage or have not yet been entirely developed. For this reason LAC countries are experiencing similar challenges on this subject including the inconsistency of measurement and presentation of sustainability issues due to the lack of guidelines or methodological reference; and the lack of follow-up and review of sustainability information provided in sustainability reports which results in sustainability reporting full potential not being used as a tool to support decision making.

Given these circumstances, Latin American member countries of the Group of Friends of Paragraph 47 (Argentina, Brazil, Chile and Colombia) have started undertaking different initiatives to promote corporate sustainability reporting, in some cases beginning with a sectorial approach and in others developing economy-wide requirements for certain types of companies.

In this line, the project entitled 'Enhancing Capacities to Manage Information from Corporate Sustainability Reporting in Latin American Countries' aims at strengthening the capacity of the governments of Argentina, Brazil Chile and Colombia on corporate sustainability reporting, to analyze and use environmental information disclosed in corporate sustainability reports. It contributes to closing the information gap between individual companies' environmental performance and the private sectors' overall environmental impacts at national level. What is more, the project will support governments in the implementation of the SDG target 12.6 (Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle) and its dedicated indicator 12.6.1 (Number of companies publishing sustainability reports) on corporate sustainability reporting.

To contribute to adequately achieve the objectives of the above-mentioned project, UN Environment is hiring the services of a consultant/consulting institution who will work on the development of a training of trainers' toolkit which objective is to contribute to building policy makers' awareness on sustainability reporting to inform policy decisions, and on developing their capacities to address sustainability reporting from a policy perspective. The consultant/consulting institution will also provide support in the organization of a capacity building workshop to take place in mid-November, 2017.

Ultimate results of services

The tasks under this consultancy will ultimately contribute to assisting in achieving the following objectives:

- Build international recognition of sustainability reporting as a critical tool to measure, understand and communicate organizations' economic, environmental, social and governance performance so as to set goals, and manage change more effectively.
- Enhance the capacity of national governments to design, adopt and implement sustainability reporting guidelines for corporate environmental disclosure.
- Build technical capacities of national governments to consolidate and monitor data extracted from corporate sustainability reports to enhance measurement of sustainability performance at national level.

Consultancy's main output expectations

The main activity of this consultancy is the development of a training of trainers' toolkit. This training of trainers' toolkit should provide step-by-step guidance for:

- The formulation of national policies and other regulatory instruments, such as sectorial guidelines that can enhance the number and quality of corporate sustainability reporting practices.
- The collection and management of data and indicators on business impacts, and specifically environmental impacts of businesses, extracted from corporate sustainability reports.

This sustainability reporting toolkit should also have an operational orientation and provide detailed information, self-assessment tools and/or hands-on tools that will help countries in implementing sustainability reporting strategies. It should also highlight how sustainability reporting can support policy decision-making, illustrating cases and results.

The training of trainers' toolkit should build on existing evidence-based studies developed by UN Environment and other relevant organizations including:

- Evaluating National Policies on Corporate Sustainability Reporting (UNEP & Group of Friends of Paragraph 47, 2015).
- Raising the Bar – Advancing Environmental Disclosure in Sustainability Reporting (UNEP, 2015).
- A Manual for the Preparers and Users of Eco-efficiency Indicators (UNCTAD, 2004).
- Guidance on Corporate Responsibility Indicators in Annual Reports (UNCTAD, 2008)
- Enhancing the Role of Reporting in Attaining the Sustainable Development Goals: Integration of Environmental, Social and Governance Information into Company Reporting (UNCTAD, 2016).

A proposed outline of the toolkit is as follows:

I. Introduction

Rationale and objective of the toolkit. This section should also describe the utilization and management of the toolkit and accompanying materials.

II. Overview of Sustainability Reporting

This section should increase readers understanding on Sustainability Reporting. Among the issues to be covered in this section are: definitions of corporate sustainability reporting, reasons for companies to produce sustainability reports, its benefits and major existing initiatives and frameworks driving sustainability reporting, etc.

III. Sustainability Reporting in the Global Sustainability Agenda

Section 3 should provide an overview of the current state of sustainability reporting, the different actors contributing to advancing the sustainability reporting agenda including governments and stock exchanges (including through case studies), and should cover the relevance of corporate sustainability reporting for the global sustainability agenda including the 2030 Agenda for Sustainable Development and the Sustainable Development Goals. The section will also provide specific guidance to policy makers on approaches and options to strengthen the policy framework to enhance sustainability reporting practices, building on the experience of pioneering governments.

IV. Role of Key Performance Indicators

This section should cover the information needs of stakeholders. It should provide information on the most commonly reported areas including core indicators for the SDGs, the selection criteria of these core indicators (quality characteristics, guiding principles, constraints, etc.), and the major challenges to be addressed to enhance the role of corporate sustainability reporting in the sustainable development agenda. These considerations will be closely associated with the analysis of targets and indicators of the 2030 Agenda for Sustainable Development, and the role of businesses in its achievement.

V. Looking Towards the Future

Section 5 should focus on the way forward of sustainability reporting and on opportunities for its future development based on the progress that has already been made. It should also highlight the importance of global and national monitoring and allude to current methodologies and experiences while making the associated links to the dedicated SDG target 12.6 and indicator 12.6.1 on corporate sustainability reporting. Furthermore, it should provide information on collection and management of data, and on how to design or strengthen policies and regulations on corporate sustainability reporting based on existing experiences at the national and regional levels.

VI. Conclusions

Duties and responsibilities

Under the direct supervision of the director of the sub-regional office for the southern cone and the programme officer of the consumption and production unit of the resources and markets branch, the selected consultant/consulting institution is expected to perform the following activities:

1. Workshop's objectives, content and methodology.

In close coordination and collaboration with UN Environment, the consultant/consulting institution will provide inputs and advice to define the overall objectives of a capacity building workshop for policy makers and other stakeholders. The consultant/consulting institution will also provide key content information, strategies and methodologies for the correct development of the event. The individual/institution will also elaborate training outlines and any other required planning materials.

2. Desk research.

The consultant/consulting institution will review existing relevant materials to adequately cover the objectives of the workshop and to ensure the material's content reflects the latest developments on the subject matter.

3. Training materials.

The consultant/ consulting institution will develop presentation materials, including audio-visual aids (e.g. power point presentations) and handouts for participants (e.g. guidebooks, binder, etc.) to ensure the correct development of the training session.

4. Interactive exercises.

The individual/institution will design a range of appropriate interactive exercises, including instructions and necessary materials for the exercise, to support the workshop's content and objectives.

5. Facilitating sessions.

During the capacity building workshop the consultant/consulting institution will lead some group discussions and run various sessions and exercises relating to the training of trainers toolkit.

6. Session's evaluation report.

The consultant/consulting institution will prepare an evaluation report of the sessions upon completion of the workshop.

7. Training of trainer's toolkit

As above indicated, the consultant/consulting institution will develop a training of trainer's toolkit along with a training module with supporting materials which incorporates inputs provided at the capacity building workshop for policy makers and other stakeholders.

Deliverables

1. An inception note to be submitted 3 days after the start of the contract comprising a) the individual's/institution's understanding of the consultancy and associated tasks and b) the methodology and work-plan, along with a well detailed timeline, to be used to carry out consultancy's activities successfully.
2. First draft of the training of trainers' toolkit along with presentation materials including audio-visual aids (e.g. power point presentations) and handouts for participants (e.g. guidebooks, binder, etc.) to be presented in mid-November 2017 at a capacity building workshop for policy makers and other stakeholders.
3. Evaluation report of the capacity building workshop for policy makers and other stakeholders.
3. Second draft of the training of trainers' toolkit incorporating inputs provided at the capacity building workshop for policy makers and other stakeholders.
4. Finalized training of trainer's toolkit along with a training module with supporting materials.

Competencies

Professionalism:

- Knowledge of sustainable development, with previous exposure to corporate sustainability reporting issues.
- Good desk research and analytical skills, combining communication and good understanding on environmental issues and in particular of corporate sustainability reporting and sustainable consumption and production.
- Ability to develop communications knowledge management products and tools including training materials and training toolkits.
- Ability to rapidly analyze and integrate diverse information from varied sources.
- Good understanding of developing countries needs with demonstrated on-site experience.
- Professional competence and mastery of subject matter; efficiency in meeting commitments, observing deadlines and achieving results; persistence when faced with difficult problems or challenges.

Communication:

Excellent communication skills, written and spoken as well as ability to draft or edit a variety of written reports including summaries and briefing notes in a clear and concise style. Ability to ask questions to clarify, exhibiting interest in having a two-way communication; ability to deliver oral presentations to various audiences. Ability to read and comprehend lengthy and complex materials to effectively present the information in a comprehensive, concise but simple manner ensuring that messages are clear and consistent.

Teamwork:

Works collaboratively with colleagues to achieve goals; proactively develops partnerships; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others and able to work in multi-cultural, multi-ethnic environment; works with transparency and builds trust and confidence with colleagues.

Client orientation:

Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications

Education:

Advanced university degree in a field related to public policy, international development, social sciences, business management or a related field.

Experience:

At least 4 years of progressively responsible work experience in working on the corporate sustainability reporting agenda at the international level, either at policy or at business level. Professional experience working in collaboration with a diverse range of organizations including public authorities, private sector, academia and NGOs is required, including in developing country context. Demonstrated knowledge of, the contribution of sustainability reporting to sustainable development and of the link between the integration of Environmental, Social and Governance criteria and long term economic growth. Strong experience in developing communications training tools including audio-visual aids, guidebooks, handouts, and other standard training materials. Previous experience developing training toolkits will be a very distinctive advantage.

Languages:

For the post advertised, fluency in oral and written English is required. Knowledge of Spanish would be a distinct advantage.

Administrative arrangements:

Compensation will be paid on a product delivery basis and upon receipt of invoice.

All administrative costs (supplies, telecommunications, equipment, etc.) are to be borne by the consultant/consulting institution.

All documentation must be produced on software compatible with that of the United Nations (i.e. Microsoft Office package).

The reporting officer will assess the need for travel. Travel will be subject to authorization in accordance with UN Environment procedures. Travel is not included in the consultancy's fee and will be organized by UN Environment Economy Division.

Preference will be given to equally qualified women candidates.

All applications to be sent to the following address on or before the deadline of **17 September 2017**. Applicants should send a completed United Nations Personal History form (available at <http://www.unon.org/docs/P11.doc>) or Personal History Profile together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

e-mail: abraham.pedroza@unep.org,
helena.rey@unep.org

UN staff members must submit scanned copies of their two latest Performance Appraisal System (e-PAS) reports at the time of application to the email address above.

**PLEASE QUOTE VACANCY: Sustainability Reporting Toolkit Development
(Applications without Correct Vacancy will not be Considered)**

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