

## **TERMS OF REFERENCE**

### **Junior Professional Associate (CTF and SREP)**

The Climate Investment Funds (CIF), comprising two funds, the Clean Technology Fund and the Strategic Climate Fund, were approved by the Board of Directors of the World Bank on July 1, 2008. They provide funding to developing countries to address urgent climate change challenges. Funding is channeled through five Multilateral Development Banks (MDBs) including the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the Inter-American Development Bank, and the World Bank Group. MDB units and staff work with institutions in recipient countries to identify and prepare CIF opportunities. The World Bank serves as the Trustee of the CIF.

A CIF Administrative Unit (AU), located in the World Bank's Vice Presidency for Sustainable Development, assists the work of the CIF. It (i) facilitates the work of CIF's decision making bodies, i.e. the Trust Fund Committees (TFCs) and their Subcommittees (SCs), (ii) manages internal and external institutional relations, (iii) supports policy and program development, working with the MDB Committee – all of which are supported by (iv) effective systems for operational and financial management.

### **About Junior Professional Associates (JPAs)**

The Junior Professional Program was created in 2001 to attract recent graduates with excellent academic background, strong research and analytical skills and a commitment to development. JPAs can be no more than 28 years old, hold the equivalent of a Bachelor's or a Master's degree with superior academic record. The World Bank Group welcomes applicants from all over the globe regardless of gender, nationality, ethnic background, and disability.

A JPA assignment is not an entry point for a career in the World Bank and employment beyond the initial two-year contract will be prohibited for a period of two years after the end of the contract. However, some former JPAs may rejoin the organization later in their careers after gaining experience elsewhere and becoming experts in their professional fields.

### **Duties and Accountabilities**

The JPA, under the supervision of the Program Coordinator for the Clean Technology Fund (CTF) and the Program for Scaling-Up Renewable Energy in Low Income Countries (SREP), will provide support in overseeing those two programs. The JPA will work closely with all AU staff and interact frequently with staff of the CIF focal units in the MDB partners.

As part of the above role and responsibilities, the JPA will have the following specific duties:

1. Assist the CTF/SREP Coordinator in the day-to-day management of the programs, including preparation of responses to queries about the programs, preparing briefing

- materials on the programs, preparing communications with countries participating in the programs and overseeing the pipeline of projects and other activities.
2. Assist the CTF/SREP Coordinator in the management of the CTF Trust Fund Committee and the SREP Sub-Committee, including in the preparation of the meetings, documents, Co-Chairs summaries and other records.
  3. Assist in the preparations for, and discussions during, the MDB Committees for CTF and SREP.
  4. Track MDB operational activities such as joint missions, project proposals and preparation grants and associated budgets for such activities.
  5. Prepare and update programming guidelines, policy documents and other guidance as needed.
  6. Contribute to “mining” of lessons and good practice from the CTF and SREP activities.
  7. Undertake specific research tasks and prepare related reports as needed.
  8. Perform any other duties requested by the CTF/SREP Program Coordinator or the Program Manager of the CIF Administrative Unit.

### **Selection Criteria**

- A Bachelor’s or a Master’s degree in public policy, environmental science, engineering, economics or related field
- Demonstrated knowledge and experience in climate change, including renewable energy, energy efficiency, sustainable transport, and urban planning
- High motivation and attentiveness to details
- Ability to work effectively under stress and in a fast-paced environment
- Familiarity with Microsoft Word, Excel, and PowerPoint
- Excellent interpersonal skills
- Excellent verbal and written communication skills in English
- Knowledge of Spanish or French a plus