Training Programme on Environmental & Social Risk Analysis (ESRA)

TERMS OF REFERENCE
TUTOR

Background

In 2005, UNEP FI in collaboration with the INCAE Business School/Ecobanking Project launched its Environmental & Social Risk (ESRA) Training Programme, in the form of one-day Introductory Training Workshops (ITW) for risk managers, and analysts in corporate, investment and retail banking. The Introductory Workshops have since then been held in a variety of countries in different regions, in English, Spanish, Portuguese, Japanese, Russian and Chinese. In addition, Lab Training Workshop and Advanced Training Workshop on ESRA have been offered since 2009.

Since 2006, UNEP FI, INCAE Business School/Ecobanking Project and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH have been offering an online course on ESRA. The online course was translated into English in 2007. The French edition of the course was produced in 2010 thanks to the support of DEG – Deutsche Investitions-und Entwicklungsgesellschaft mbH (“DEG”), Promotion et Participation pour la Coopération économique (Proparco) and the Agence Française de Développement (AFD). And the course was also translated into Chinese in 2019 with the support of SynTao Co., Ltd.

Responsibilities

The Tutor is responsible for delivering training in the presental Workshops in the Asia Pacific and Africa & Middle East region and the Online courses offered within the Training Programme on Social and Environmental Risk Analysis. It is the Tutor’s responsibility to orient, advise and support participants throughout each Online course and Workshop.

Tasks

The Tutor makes the training contents come to life; he/she will be in constant contact with participants, providing advice and support as necessary, he/she will also be liaising constantly with UNEP FI’s Regions & Training Team.

General tasks for the Tutor:

- liaise with the UNEP FI Regions & Training Team
- be familiar with participants’ profiles ahead of each workshop and online course
- direct participants, advise and interact in a flexible, friendly manner
- encourage participants to interact
- contribute to on-going development of the training programme
- provide complementary training resources such as web-based materials and links

Specifically for workshops:

- adapt presentations to local context, depending where the WS is held
- introduce environmental & social risk analysis methodology in an illustrative and interactive manner
➢ coordinate group exercises (based on set case-studies) and encourage active participation
➢ assist with final debate and conclusions session

Specifically for online courses:
➢ welcome participants and make sure participants understand how to use the platform
➢ provide participants with training materials as per the timeline
➢ coordinate activities (forum sessions, group and individual exercises) in a timely manner and facilitate the creation of study groups as appropriate
➢ provide participants with feedback on a regular basis, responding to queries and questions in a timely manner
➢ interact with participants via the platform’s various tools (chat, forums, mail, blackboard)
➢ deliver 2 one hour webinars during the 3 weeks of the course
➢ moderate group exercises in a lively manner, encourage active participation
➢ keep a record of participants’ involvement in forum sessions and delivery of exercises according to the timeline
➢ mark exercises in a constructive way

Time commitment

Tutor positions are not full-time positions and therefore only suitable for people having other work commitments in time periods between courses, e.g. freelancers (consultants, academics).

Each workshop takes one to one and half days and each online course lasts 3 weeks; In addition, the tutor should be available by email/phone for coordination and preparation purposes both before and after each workshop/course.

Education

Candidates should have at least a Masters Degree in one or several of the following areas: business administration, management, finance, sustainable development.

Work Experience

• 5 years or more experience working in E&S risk management with or for lending institutions.
• Previous experience of training; tutoring and delivering workshops is essential.
• Knowledge of social and environmental responsibility and how this relates to financial sector operations.
• Knowledge of and experience in risk analysis in the Asia Pacific and Africa & Middle East region.
• Knowledge of and experience with the Asia Pacific and Africa & Middle East financial sector.
• Training or other pedagogical experience.
• Experience with remote work environments.

Skills

▪ Keen analytical and pedagogical skills
▪ Excellent communication skills, impeccable writing
▪ Professional English fluency is a must. Fluency in other major languages a plus.
▪ Strong sense of responsibility
▪ Ability to operate in a “remote” environment with a variety of partners / stakeholders
▪ Ability to work independently, to take initiative and decisions and to solve problems autonomously
Disciplined and able to deliver smoothly, day by day
- Service oriented, respectful
- Be able to travel within the Asia Pacific and Africa & Middle East region.

**Computer Literacy**

Proficiency in Word, Excel, Power Point, Acrobat, Email and Web navigation

The Tutor will require permanent access to a computer with sufficient capacity for broadband internet, allowing fast internet connections, mail and skype communications. He/she needs to have access to international and mobile phone services.

**Reporting Lines**

Tutors will report to an Academic Committee composed of all the partners: UNEP FI, INCAE/Ecobanking Project, Day-to-day interactions will be channelled through UNEP FI's Online Training Coordinator.

**How to apply**

Please send your CV and motivation letter to Carolina Yazmin Lopez Garcia, carolina.lopez@un.org by 30 September 2023.