POSTING TITLE: Consultant – Academy, Latin America and the Caribbean

LOCATION: Remote (Regional Hub, Panamá)

LENGTH OF CONTRACT: 8 Months (June 2022 - January 2023)

POSTING DEADLINE: May, 23th 2022

Overview
It is a priority within the United Nations Global Compact Strategy 2021-2023 to strengthen operations (through Local Networks and Country Managers) which are at varying levels of maturity with a view to rendering all countries capable of securing participant growth and delivering on impactful programming.

One of the several means to this end is the deployment of Shared Network Services (SNS) at the regional level, under the administration of the Regional Manager through the Regional Hub.

In the Latin America and the Caribbean region, a budget was approved to be spent on the SNS for 2022. Dialogues were established with the fourteen countries during the last quarter of 2021. These conversations led to the definition of five projects of interest, supported by all.

“Strengthening the Academy” is one of the five proposals that came forth. The project seeks to facilitate the utility of the Global Network Platform “Academy” by developing academic tools in Spanish and Portuguese, working to enhance local value propositions.

To achieve this, content will be generated proactively from the region to add to the Academy, mainly by:

- Adapting existing local content to comply with the standards and requirements defined by the Academy team;
- Adapting current Academy content to add regional value and perspectives;
- Translating and/or subtitling of current Academy content.

POSITION SUMMARY

The consultant is to work closely with the Global Compact Local Networks, Country Managers and the Academy Team in GCO, under the supervision of the Regional Manager.

The consultant is expected to have a promising background in developing academic material suitable for the private sector, along with a history within the private sector that demonstrates a familiarity of its internal functions. It is of great importance that the consultant is familiar with the Ten Principles of the UN Global Compact and their relation and application to corporate sustainability. Working experience in one of the Local Networks within the LAC region is preferred.
Working language fluency in both Spanish and English is required (written and spoken). Portuguese is beneficial.

The consultancy is expected to last up to 8 months, with the completion and delivery of the materials outlined below:

**DUTIES AND RESPONSIBILITIES**

- Define, in cooperation with the Regional Local Networks and Country Managers, the materials to be generated, customized and translated.
- Define and develop the adaptation of these materials, either directly or through suppliers (e.g. translator).
- Manage the adaptation of existing content to comply with the standards and requirements defined by and alongside the Academy Leadership Team, verifying they are working and running smoothly on the platform.
- Development, with the regional leadership team, of the ideal route for member companies in the Academy: from initial trainings to the most advanced.
- Development of two annual general training sessions to participating companies in the LAC region.
- Collect and report information on the technical needs of the platform, raising awareness and notifying the Academy Team in GCO.
- Choose and present the candidacy of at least one *Change Maker* from the region.
- Formulate a regional content proposal for 2023, in agreement with the Academy Team in GCO and the Regional Office.
- Develop the 2023 work plan in terms of content and calendar. It should include an organization chart (both from GCO and the Local Networks)
- Train the teams within the LAC Countries so they can implement the 2023 working plan.
- Coordinate with the region’s Local Networks to select the best strategy to achieve the training goals set by GCO for the Local Networks’ board members.
- At the end of the project, create a report that details the steps taken, results and use of the platform by the companies in the region, as well as suggested next steps.
- Support in the generation of promotional material for the regional courses, in coordination with the Regional Marketing Manager.

**EXPECTED DELIVERABLES**

- Content Development Plan 2022
- E-learning materials for the Academy platform
- Training plan for Local Network’s board members
- The ideal route for member companies
- Reports on areas of improvement within the Academy platform
- *Change Maker* proposal
- Work plan for the region 2023
• Report on the adoption and use of the platform by the companies in the region
• Materials for the training sessions of the Local Networks
• Final report of recommendations and next steps

COMPETENCIES
• Excellent oral and written communication, interpersonal and collaborative skills (English and Spanish, Portuguese desirable).
  o Ability to develop written materials for diverse audiences.
  o Ability to interact with a broad set of businesses, presenting both virtually and in person
  o Ability to effectively communicate with a highly multicultural network

• Proven delivery of results:
  o Delivers clear results to goals defined within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required.
  o Foresees issues and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.

• Strong project management, multitasking, and decision-making skills:
  o Self-starter. Solid organizational skills including attention to detail. Results-oriented attitude.
  o Ability to manage multiple projects and priorities in a changing environment
  o Proven critical thinking, decision-making skills, and problem-solving skills.

• Works in diverse teams and across geographies:
  o Works collaboratively with colleagues in different teams to achieve organizational goals.
  o Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

CORE VALUES
• Integrity: Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
• Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges, and remains calm in stressful situations.
Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

RECRUITMENT PROCESS
- Kindly apply by May 23th, 2022
- Please include the following materials in your email submission to perezq@unglobalcompact.org with the subject heading: Strengthening the Academy - Consultant
  - Resume/CV
  - Cover Letter

- A competitive interview process will be conducted throughout May-June
- Expected start date: June 2022.