TERMS OF REFERENCE
Platform Associate

<table>
<thead>
<tr>
<th>Project title:</th>
<th>Mongolian Sustainable Cashmere Platform/ ENSURE</th>
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<tbody>
<tr>
<td>Title of the assignment:</td>
<td>Platform Associate</td>
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<tr>
<td>Type of contract:</td>
<td>Individual contract - National</td>
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<td>Duty location:</td>
<td>Ulaanbaatar, Mongolia with local travels when needed</td>
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<td>Contract duration:</td>
<td>May 25 – 31 Dec 2020 (7 months)</td>
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A. Project Description

Recognizing the development partners’ continuous support for mainstreaming the sustainable management of pastureland and for increasing the herder organizations’ capacity to manage pastureland in a sustainable manner, and recognising the rising interest of corporate buyers, particularly leading brands, in wanting to source cashmere and other fibres that are harvested and processed in an environmentally friendly, animal welfare friendly, and socially conscious manner, UNDP is trying to create a space for a structured dialogue across actors in the cashmere value chain to tackle issues that require collective actions. The issues that require collective actions include unclarity about what constitutes ‘sustainable cashmere’, benchmarking/harmonization of variety of standards and impact metrics that currently piloted in Mongolia, lack of traceability, lack of incentive systems and financing mechanisms for sustainably produced fibre, quality deficiency and so on.

Towards this end, UNDP Mongolia jointly with the Green Commodities Program¹, have rolled out the Roadmap on the establishment of Sustainable Cashmere Multi-Stakeholder Platform. The Roadmap aims to provide direction about how to move forward on coordinated action and investments on sustainable cashmere in Mongolia.

Through the platform it is foreseen to create a global recognition about Mongolia’s cashmere based on quality and sustainability, incentivize herders to reduce goats and how to address matters of Chinese traders who offer attractive commercial proposition and Mongolian buyers. The aspiration enshrined in the National Cashmere Program’s demonstrates that Mongolian cashmere sector should be equally competitive in offering consistent demand for herders and connecting them to national and international buyers alike. The idea is to move from quantity to quality in goat numbers allowing herders to sustain livelihoods through differential price for sustainability and creating demand for sustainably sourced fibre in both European/Western markets and China.

B. Objectives and Scope of Work

The Sustainable Cashmere Platform Associate will provide support functions to enable the management, coordination and delivery of the Platform. The Associate will work under the overall guidance of the Platform Manager and Platform Communications Manager, in close collaboration with the UNDP Mongolia Country Office and UNDP Green Commodities Programme support team.

C. Duties and responsibilities

- Provide substantive and logistical support in implementing daily activities of the Platform;
- Review national policies and guidelines related to the sustainability of the cashmere, and identify challenges and opportunities related to the implementation of the MSCP activities;

¹ https://www.greencommodities.org/
• Assist in preparing ToRs and contract monitoring activities;
• Assist the Platform Communications Manager in implementation and monitoring of the Platform Communications Strategy;
• Coordinate MSCP activities with ENSURE project works on Value chain, pasture management and identify specific areas of collaboration in improving practical application of the Sustainability standard;
• Research on recent research and development works for integrating conservation of biodiversity and ecosystem services into the cashmere sector planning;
• Maintain and keep track of communication tools such items as brochures, leaflets, videos, human-interest stories, case studies etc.;
• Support team in maintenance and updating of website content, as well as activation of social media channels;
• Assist in knowledge building and knowledge sharing functions and tasks;
• Perform administrative tasks such as keeping meeting minutes, setting up meetings and support organization of events, thematic Working groups meetings;
• Support for participation and involvement of key stakeholders at the meetings;
• Support Platform Communications Manager in daily media monitoring on cashmere related stories;
• Perform other functions as may be assigned by the project team consistent with qualifications and experience;

D. Competencies:
• Excellent organizational skills;
• Ability to manage and work with a multidisciplinary team;
• Strong motivation and ability to work and deliver under short deadlines;
• Focuses on results and responds positively to critical feedback;
• Able to work independently with little or no supervision.

E. Duty Station
The assignment shall be carried out in Mongolia and based in Ulaanbaatar city with any field work (if required).

F. Durations of work: 7 months (with possibility of extension based on performance and availability of funding)

G. Qualification of the successful applicant
• University degree in environmental science, international relations, humanities or related field;
• Experience in sustainability research and analysis would be an advantage;
• Demonstrated knowledge of working in Mongolia is essential;
• Excellent knowledge of English, both spoken and written;
• Demonstrates commitment to UNDP’s mission, vision and values;
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

H. Annexes to the ToR
Roadmap for the establishment of Mongolia Sustainable Cashmere Multi-Stakeholder Platform.

I. Application process
• Cover letter
• Curriculum vitae (CV), demonstrating relevant experience
• Financial proposal

J. Approval

This TOR is approved by:

Khishigjargal Kharkhuu,
Programme Analyst, UNDP Mongolia