

TERMS OF REFERENCE

Climate Finance and Partnership Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Office Based, Global Programme Division(GPD), UNICEF NYHQ
DURATION OF CONTRACT	12 Months

Purpose of Assignment

Deliver defined project cycle management, technical support, partnership coordination and institutional review outputs for UNICEF's climate finance portfolio. The assignment covers coordination of the Senegal GCF proposal through finalization, resubmission, fund review and Board consideration, with transition planning following approval; Adaptation Fund engagement and proposal support; and technical assistance and practical guidance for country offices on locally led adaptation and meaningful, inclusive and safe child and youth-led action.

In collaboration with the Public Partnerships and Resource Mobilization Division (PPR), the assignment will deliver country-office guidance and knowledge-management tools; interdivisional GCF proposal review and funding package clearances; consultation and negotiation support for cooperation and readiness agreements; readiness oversight records; and senior-level climate partnership engagement packages. These outputs will clarify institutional responsibilities, support timely decisions and document partnership priorities, financing commitments, agreement issues and portfolio risks.

The assignment is office-based at UNICEF Headquarters in New York to facilitate monthly in-person PPR working sessions, coordinate consultations with relevant HQ divisions, and prepare recommendations for PPR Director clearances and signatures. Direct engagement with PPR and Climate CoE management and the Office of the Executive Director will support consolidated institutional positions and senior-level GCF engagement. These activities will produce documented review packages, briefing materials and action and decision records connecting country-office project development with corporate partnership management and oversight.

Scope of work

The consultant will work under the supervision of the Senior Adviser, Climate Finance (primary supervisor). For agreed PPR deliverables, the consultant will also have a secondary reporting line to the PPR Senior Adviser, Global Programme and Emerging Partnerships.

The consultant will deliver the following outputs through the supporting activities outlined below.

Deliverable 1: Technical Assistance to Senegal GCF proposal package, review responses and transition plan

- Maintain an integrated workplan covering proposal finalization, resubmission, GCF review and Board consideration, with clear milestones, responsibilities and dependencies. Track progress,

maintain project risk and decision logs and current proposal documents, provide regular updates, and escalate delays or unresolved decisions.

- Lead the technical drafting, review and quality assurance of the Legal Due Diligence annex and Term Sheet. Supervise the consulting company, review its inputs and deliverables, and provide technical guidance to ensure complete, consistent and high-quality submissions.
- Lead technical coordination to the preparation and responses throughout GCF review and Board consideration, including CIC reviews and Independent Technical Advisory Panel (ITAP) discussions. Analyse and consolidate comments and clarification requests, provide technical inputs, coordinate responses with designated focal points, and track their resolution. Prepare the required technical documentation, project-specific management briefings, key messages and responses to anticipated questions, aligned with the corporate briefing materials under Deliverable 6.
- Provide technical advice to the Senegal Country Office on government and partner engagement, technical validation, and updated endorsements or confirmations. Support confirmation of executing entity roles, governance structures, co-financing commitments, operational costs and sustainability arrangements, with specialist review by the responsible teams.
- Lead coordination of institutional review and clearance, including in-person briefings with relevant HQ teams in New York, using the framework and clearance tracker maintained under Deliverable 4.
- Following Board consideration, document the decision and required next steps. If approved, coordinate the preparation of a transition package covering approval conditions, responsible teams, legal arrangements, and implementation of readiness.

Deliverable 2: Technical support and practical guidance for integrating locally led adaptation and child and youth-led action into climate finance proposals

- Provide technical support to priority country offices developing GCF concept notes and funding proposals to integrate locally led adaptation and meaningful, inclusive and safe child and youth-led action across project design, consultations, implementation arrangements, budgets, results frameworks and monitoring.
- Review draft concept notes and funding proposals against relevant requirements and recognized locally led adaptation principles, providing consolidated written comments and proposed text.
- Develop practical guidance, including a checklist, model proposal text and examples, drawing on lessons from supported proposals.
- Coordinate with relevant UNICEF programme teams, PPR and the GenU/Green Rising team in New York to align technical guidance and partnership messaging and identify opportunities for locally led adaptation and youth-led action in GCF projects.
- Facilitate knowledge-sharing sessions for country offices on applying the guidance, coordinating Adaptation Fund-specific content with Deliverable 6.

Deliverable 3: Country-office guidance, capacity building and GCF knowledge management

- Update GCF guidance on project approvals and Funding Activity Agreement (FAA) finalization, and the proposal development and interdivisional review SOP, with PPR, Climate CoE and relevant HQ divisions. Codify proposal templates and lessons from the Senegal process, complementing the technical guidance under Deliverable 2.
- Develop a SharePoint microsite containing agreed guidance, templates and review records to

support country-office access and efficient interdivisional review.

- Prepare country-office kick-off packages following FAA signature and document regular follow-up on implementation risks with the Climate CoE. Consolidate agreed actions and lessons into the guidance and knowledge repository.

Deliverable 4: Interdivisional coordination and GCF funding package clearances

- Prepare and document monthly in-person PPR working sessions at NYHQ and periodic interdivisional GCF coordination meetings, with agendas, supporting papers, decisions and action follow-up.
- Coordinate funding proposal reviews and institutional clearances with country offices, regional offices, Climate CoE, DFAM, Legal and other relevant teams. Maintain a consolidated review and clearance tracker, applying the SOP under Deliverable 3.
- Prepare Certificates of Internal Authority and recommendations for the PPR Director's sign-off on funding packages, including Term Sheets, and FAA signature following Legal clearance. Coordinate HQ consultations on Term Sheet negotiations, fee proposals and co-financing commitments, consolidating inputs and documenting outstanding issues and agreed commitments. Complement the project-specific technical drafting under Deliverable 1.

Deliverable 5: GCF cooperation agreements and readiness oversight

- Consolidate internal consultation inputs, issues papers and negotiation support for the new Accreditation Master Agreement (AMA) and any outstanding Readiness Framework Agreement (RFA) matters, under PPR and with Legal and Climate CoE. Document agreed positions, unresolved issues and next steps.
- Coordinate with Climate CoE and relevant country offices on updated readiness proposals and grant documentation. Prepare risk assessments and recommendations for the PPR Director's signature of readiness agreements, reflecting the required internal consultations and clearances.
- Develop and maintain a PPR readiness oversight tracker with Climate CoE, recording project progress, key risks, responsible teams and follow-up actions; provide quarterly consolidated oversight updates.

Deliverable 6: Strategic climate partnership engagement and final handover

- With PPR and Climate CoE management and the Office of the Executive Director, prepare a seniorlevel GCF engagement calendar and briefing packages, including proposed support for GCF replenishment. Coordinate targeted in-person consultations at NYHQ to consolidate institutional positions ahead of agreed engagements.
- Support PPR with assessed opportunities, briefing inputs and recommended actions for the climate GPPs workplan, including the Adaptation Fund, Fund for Responding to Loss and Damage and Global Environment Facility, as prioritized by management.
- Prepare a final handover consolidating the engagement calendar, guidance and repository links, clearance and readiness trackers, agreement status, pending decisions and recommended next steps.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline and Input days
Technical Assistance to Senegal GCF proposal package, review responses and transition plan	1.1. Updated Legal Due Diligence annex and Term Sheet; documented consulting company feedback and technical QA; integrated workplan, risk and decision logs, and institutional review status.	30 December 2026 18 days
	1.2. Consolidated proposal package and government and partner validation and endorsement records, covering executing entity roles, governance, cofinancing, operational costs and sustainability; internal clearance and resubmission status.	16 January 2027 18 days
	1.3. Updated GCF comment and response matrix, revised proposal documents and progress report covering review issues and outstanding decisions. Travel: Senegal mission (1 trip, 10 days)	16 February 2027 14 days
	1.4. Consolidated CIC and ITAP review responses, updated proposal package, and project-specific Board documentation and management briefing inputs coordinated with Deliverable 5, according to the confirmed review schedule.	16 June 2027 13 days
	1.5. Updated review response matrix, proposal and decision records, including any further review or Board preparation actions required under the confirmed schedule.	16 September 2027 10 days
	1.6. Final decision and next-steps record. If approved, transition package covering approval conditions, responsible teams, legal arrangements and implementation readiness; otherwise, pending review actions and responsibilities.	16 December 2027 10 days
Technical support and practical guidance for integrating locally led adaptation and child and youth-led action into climate finance proposals	2.1. Written reviews and proposed text for priority GCF concept notes and proposals agreed in the workplan, integrating locally led adaptation and meaningful, inclusive and safe child and youth-led action into design,	16 April 2027 11 days

	consultations, implementation, budgets, results and monitoring; draft checklist, model text and examples.	
	2.2. Completed practical guidance package; additional proposal reviews; record of coordination with programme teams, PPR and GenU/Green Rising, including identified GCF opportunities; at least one documented country-office knowledge-sharing session. Adaptation Fund partnership content coordinated under Deliverable 6	16 July 2027 11 days
	2.3. Consolidated proposal reviews and final record of guidance application, coordination outcomes and lessons.	16 October 2027 11 days
Country-office guidance, capacity building and GCF knowledge management	3.1. Draft updated approval/FAA guidance and proposal review SOP; Senegal-based proposal templates and SharePoint microsite structure agreed with PPR and Climate CoE.	16 March 2027 6 days
	3.2. Consultation-revised guidance, SOP and templates; operational SharePoint microsite with indexed materials and review records.	16 June 2027 6 days
	3.3. Country-office kick-off and implementation-risk follow-up packages for projects reaching FAA signature; updated guidance and repository reflecting lessons.	16 September 2027 5 days
	3.4. Final guidance, SOP, templates and repository; consolidated record of country-office kick-offs, risk follow-up and lessons, as applicable to portfolio milestones.	16 December 2027 5 days
Interdivisional coordination and GCF funding package clearances	4.1. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Initial review and clearance tracker and agreed coordination workplan. Outputs reflect the proposal stages reached.	16 January 2027 6 days
	4.2. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Certificate of Internal Authority and funding package review records for proposals at	16 February 2027 6 days

	the relevant stage. Outputs reflect the proposal stages reached.	
	4.3. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Consolidated Term Sheet, fee proposal and cofinancing consultation records. Outputs reflect the proposal stages reached.	16 March 2027 5 days
	4.4. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Recommendations for funding package sign-off and FAA signature where ready, with Legal clearance recorded. Outputs reflect the proposal stages reached.	16 April 2027 5 days
	4.5. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Updated clearance tracker and consolidated outstanding review issues. Outputs reflect the proposal stages reached.	16 May 2027 5 days
	4.6. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Mid-year review of proposal clearances, co-financing commitments and escalation needs. Outputs reflect the proposal stages reached.	16 June 2027 5 days
	4.7. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Updated proposal review and institutional clearance packages. Outputs reflect the proposal stages reached.	16 July 2027 5 days
	4.8. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Documented Term Sheet and fee consultations and cofinancing follow-up. Outputs reflect the proposal stages reached.	16 August 2027 5 days

	4.9. Monthly NYHQ PPR working session package, interdivisional consultation record and action follow-up. Updated signature recommendations and clearance records for eligible packages. Outputs reflect the proposal stages reached.	16 September 2027 5 days
	4.10. Monthly NYHQ PPR working-session package, interdivisional consultation record and action follow-up. Consolidated outstanding decisions and interdivisional follow-up. Outputs reflect the proposal stages reached.	16 October 2027 5 days
	4.11. Monthly NYHQ PPR working-session package, interdivisional consultation record and action follow-up. Documented review lessons and recommended SOP updates for Deliverable 3. Outputs reflect the proposal stages reached.	16 November 2027 5 days
	4.12. Monthly NYHQ PPR working-session package, interdivisional consultation record and action follow-up. Final clearance tracker, decision record and consolidated funding package recommendations. Outputs reflect the proposal stages reached.	16 December 2027 5 days
GCF cooperation agreements and readiness oversight	5.1. AMA/RFA consultation and negotiation package, including consolidated positions and outstanding issues; initial readiness oversight tracker and Quarter 1 risk update.	16 March 2027 4 days
	5.2. Updated cooperation agreement consultation package; readiness proposal/grant review records and signature recommendations where ready; Quarter 2 oversight update.	16 June 2027 4 days
	5.3. Consolidated readiness risk assessments, internal consultation records and recommendations for agreement signature, as applicable.	16 August 2027 4 days
	5.4. Updated AMA/RFA issues and decision record, readiness grant documentation and Quarter 3 oversight update.	16 September 2027 4 days

	5.5. Consolidated agreement consultation outcomes and readiness progress, risk and followup records.	16 November 2027 4 days
	5.6. Final cooperation agreement review package and readiness oversight tracker; Quarter 4 update, outstanding decisions and recommended actions.	16 December 2027 4 days
Strategic climate partnership engagement and final handover	6.1. Senior-level GCF engagement calendar and briefing packages for agreed engagements, including proposed replenishment support; documented NYHQ management/OED consultations and prioritized opportunity inputs for the climate GPPs workplan.	16 August 2027 3 days
	6.2. Updated engagement calendar and consolidated briefing and opportunity records for GCF and prioritized climate GPPs; final handover covering repository links, guidance, clearance and readiness trackers, agreement status, pending decisions and next steps.	16 December 2027 4 days

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

Minimum Qualification required:

Education: Master's degree in Sustainable Development, Climate Change, Environmental Studies, International Development, or a related discipline.

Work Experience:

- Minimum 10 years of relevant professional experience in programme development, management or coordination across UNICEF sectors and programmes, including climate resilience, youth engagement and climate advocacy.
- Demonstrated hands-on experience developing and reviewing GCF funding proposals and supporting annexes, coordinating technical inputs and preparing responses to fund review comments.
- Experience managing complex proposal development and review processes, including workplans, quality assurance, consultant deliverables, risk monitoring and institutional clearances.
- Experience coordinating across country offices, regional offices and headquarters divisions, and engaging government counterparts, UN agencies and technical partners on programme design and implementation arrangements.
- Experience supporting institutional reviews of climate finance agreements, consolidating technical, financial and programme inputs, and preparing issues papers and negotiation briefing materials.
- Experience integrating locally led adaptation and meaningful, inclusive and safe child and youth participation into climate programming, proposal development or practical guidance.
- Experience preparing partnership updates, advocacy materials and senior management briefings on climate finance or development programmes

Language Requirements:

Fluency in English and Arabic, with strong written and verbal communication skills.

Knowledge/Expertise/Skills:

- Strong knowledge of GCF funding modalities, investment criteria and project cycle requirements, including proposal submission, technical review and Board consideration.
- Strong technical drafting and analytical skills, including the ability to develop proposal text, supporting annexes, review responses and concise recommendations for management.
- Understanding of UNICEF sectors and programmes and the respective roles of country offices, regional offices and headquarters divisions in project development, institutional review and partnership management.
- Familiarity with legal due diligence, Term Sheets and climate finance agreements, including the ability to coordinate specialist inputs and track review and clearance requirements
- Knowledge of locally led adaptation, child-centred climate resilience and approaches to meaningful, inclusive and safe child and youth-led action and engagement.
- Strong project management and coordination skills, including the ability to maintain workplans, responsibility matrices, review trackers and action and decision records.

- Ability to translate technical and institutional issues into practical guidance, advocacy messages and briefing materials for different audiences.

Desirables:

- Experience with GCF Simplified Approval Process and Full Funding Proposal proposals and preparing technical inputs for fund review and Board consideration.
- Experience supporting climate adaptation programming in health, WASH, education or youth engagement.
- Experience contributing to legal due diligence, Term Sheets or the review of GCF Funding Activity Agreements and readiness agreements.
- Experience applying child safeguarding and safe participation approaches in child and youth engagement.
- Experience developing operational guidance, review tools and knowledge-sharing materials for country offices.