

TERMS OF REFERENCE

National Consultancy for Country Coordination and Technical Support to a GCF Concept Note and Pre-feasibility Study

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Remote work with travel, Dushanbe, Tajikistan
DURATION OF CONTRACT	6 Months

Purpose of Assignment

UNICEF Tajikistan seeks a national consultant to work alongside the international consultant on the identification and refinement of a child-sensitive climate investment idea and preparation of a Green Climate Fund (GCF) Concept Note and supporting pre-feasibility study. The national consultant will lead day-to-day country coordination, facilitate country ownership, gather and verify national evidence, organize and document consultations, and provide country-specific technical inputs and follow-up.

The project focus will be determined through evidence-based analysis and agreement with UNICEF and the Committee for Environmental Protection under the Government of the Republic of Tajikistan, in its capacity as National Designated Authority (NDA), with GCF Secretariat feedback sought through agreed channels. Potential areas of the project are, but not limited to education, climate-resilient WASH and resilient communities. The assignment will align with UNICEF's mandate and current work, national and NDA priorities and applicable GCF requirements.

The international consultant will lead investment design, climate rationale, analytical synthesis and preparation of the integrated Concept Note and pre-feasibility study. The national consultant will ensure reliable national inputs, institutional validation and timely coordination from inception through submission and GCF comment revisions.

Scope of work

Under the direct supervision of the Chief of CEED, the national consultant will work closely with the international consultant, the NDA, relevant UNICEF sections, government institutions and the prospective submitting entity. UNICEF will consolidate contractual feedback; the NDA will guide national priorities. Both consultants will use one coordinated workplan, shared evidence register and common comment-response matrix. The national consultant will report to UNICEF; the international consultant will provide technical direction for the joint package.

1. Inception and coordination arrangements

- Prepare a national workplan aligned with the international consultant's milestones, specifying institutions, information requests, consultation dates, field visits, inputs, review responsibilities and dependencies, including a schedule for the progressive provision of country-level evidence and technical inputs sufficiently in advance of the international consultant's drafting milestones. Establish a stakeholder/contact map, document inventory, evidence register and decision/issue log.
- Arrange inception discussions with UNICEF, the NDA and relevant sector institutions; agree practical channels for requesting data, consolidating comments and validating national inputs. Maintain weekly coordination with the international consultant and provide concise progress and

action updates to the contract manager.

2. National priorities and project idea refinement

- Review available NDC, NAP, climate strategies, sector and investment plans, GCF country programming documents and relevant UNICEF programmes. Summarize climate-related service gaps and national priorities relevant to children and communities, distinguishing adopted priorities from proposed activities.
- Provide country evidence for screening at least three project ideas and refining one preferred outline with the international consultant. Map relevant institutions, potential locations and beneficiaries, practical implementation constraints and partner activities; the final sector and locations will be selected through the agreed process.
- Facilitate UNICEF/NDA and sector discussions on the preferred outline, consolidate national inputs and document agreements and unresolved issues. Support the presentation of the outline to GCF through authorized channels and track follow-up requests without treating consultation or informal feedback as funding approval.

3. Evidence gathering and country-specific technical inputs

- Collect and verify available observed/projected climate data, hazard and vulnerability assessments, service and infrastructure information, institutional records and socioeconomic data from national custodians. Maintain a dataset inventory with source, custodian, date, coverage, disaggregation, limitations and permission for use.
- Gather climate-impact evidence for children, education, WASH and communities relevant to the selected idea. Compile aggregate baselines, beneficiary data, adaptation measures, implementation barriers and maintenance arrangements. Support transparent beneficiary estimates and distinguish missing data from zero values.
- Obtain indicative local unit costs, investment and recurrent costs, relevant standards, institutional capacity information and potential financing contributions. Provide documented national inputs to the international consultant's options appraisal, preliminary economic/financial analysis, safeguards/gender screening and results framework; validate assumptions with competent institutions.
- Prepare a complementarity matrix covering relevant government, GCF, UN and partner programmes by locations, beneficiaries, assets, activities, budgets and implementation periods. Document practical coordination measures and prevent unsupported claims of additionality or partner commitments.
- Provide verified country-level evidence and technical inputs to the international consultant progressively as they become available, prioritizing information required for the climate diagnostic, options assessment, costing and preparation of the draft Concept Note and pre-feasibility study.

4. Stakeholder consultations and field verification

- Organize and facilitate national and local consultations with the NDA, relevant sector ministries, hydrometeorological and technical bodies, UNICEF, prospective implementation partners and adult representatives of communities, civil society, youth, gender and disability groups. Prepare agendas and materials in English, Tajik and Russian as needed.
- Undertake two domestic field missions, each planned for three calendar/working days, to selected locations outside Dushanbe. Align them with the international consultant's two in-country missions where practical. Gather site and service evidence, consult responsible institutions and verify local adaptation and maintenance needs; produce mission reports and follow-up actions.

- Maintain consultation records, participation information, summaries of inputs, agreements, unresolved questions and follow-up responsibilities. Ensure women's and marginalized groups' perspectives are reflected through suitable representative arrangements. Use aggregate/anonymized evidence and UNICEF-approved safeguarding arrangements.

5. Drafting support, validation and submission coordination

- Provide timely country inputs and draft national/institutional sections for both the Concept Note and pre-feasibility study. Check factual accuracy, source consistency, national priorities, proposed institutional roles, costs and beneficiary assumptions; reconcile differing national records with the international consultant.
- Coordinate review of the first complete drafts, arrange validation discussions and the second field mission, and consolidate government/UNICEF comments in a response matrix. Track each issue to the responsible reviewer and verify that agreed changes are reflected in the joint package.
- Support national clearance and country-ownership documentation, identify the applicable submission arrangements with UNICEF/NDA and the prospective submitting entity, and follow up technical information requests. The authorized entity will submit the package; the consultant will not issue endorsements, guarantee co-financing or independently commit UNICEF or the Government.

6. Continued country verification and GCF review support

- Following the December submission-ready package, maintain active coordination with national data custodians and reviewers to close identified evidence gaps, verify cost and institutional assumptions and answer technical queries. Submit an updated country evidence and verification package, an action tracker and a record of national follow-up; update only the Concept Note/pre-feasibility scope agreed with UNICEF.
- Work with the international consultant on up to two consolidated GCF comment rounds received within the contract period. Obtain supplementary national evidence, organize clarification discussions, reconcile national positions and support revisions to both documents and associated calculations, including translation/technical interpretation of feedback where needed.
- Coordinate national validation and clearances of revised versions and support authorized resubmission. Maintain a shared item-by-item response matrix, version history, records of resolved/outstanding issues and evidence links; provide final country files and handover. Work beyond the contract or agreed input requires revised arrangements and eligible funding.

7. Working arrangements and quality assurance

- Work primarily from Dushanbe, with meetings at UNICEF and government/partner institutions as agreed and two domestic field missions.
- Submit principal deliverables in clear English and consultation materials or summaries in Tajik/Russian as needed, with editable Word/Excel files and organized source references. UNICEF will accept national deliverables after consolidated review, including technical review by the international consultant.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline and Input days
1. Inception and national coordination	Del.1. Accepted national inception package: coordinated workplan; stakeholder map; evidence inventory; consultation/mission plan; data-request tracker; review	10 November 2026 5 days

	responsibilities; and shared decision/issue log	
2. National priorities and project outline	Del.2. Accepted national priorities and evidence inputs for at least three ideas and the preferred outline; initial priority country evidence and datasets required for the climate diagnostic, options assessment and project design; stakeholder and first-mission records; documented UNICEF/NDA agreements and pending issues; and country complementarity matrix. Mission 1: Dushanbe to selected project district(s) outside Dushanbe; exact location to be confirmed after project selection. 3 w/ds, aligned where feasible with the international consultant's mission.	25 November 2026 10 days
3. Country evidence for Concept Note and pre-feasibility stud	Del.3. Accepted country evidence package: referenced datasets and custodian/gap register; aggregate baseline/beneficiary inputs; local costing workbook; institutional and service information; consultation findings; and country-specific draft inputs to both documents.	15 December 2026 15 days
4. National validation and submission support	Del.4. Accepted national validation records; verified country inputs to the final Concept Note and pre-feasibility study; consolidated comment-response matrix; second-mission report; and clearance/submission tracker with remaining dependencies. Mission 2: Dushanbe to selected project district(s) outside Dushanbe; exact location to be confirmed after project selection. 3 w/ds, aligned where feasible with the international consultant's mission.	30 December 2026 10 days
5. Country technical verification and follow-up	Del.5. Accepted updated country evidence package: closed or explained information gaps; verified costs and institutional assumptions; national	26 February 2027 30 days

	responses to technical queries; source/version register; and documented coordination actions supporting the joint Concept Note/pre-feasibility package.	
6. GCF revisions and final country handover	Del.6. Accepted national inputs and response matrices for up to two GCF review rounds; national validation/clearance records for revised documents; resubmission support; final evidence files and handover. If comments are delayed, document completed work and pending issues; unperformed days will not be paid.	30 April 2027 30 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: Masters degree

Enter Disciplines:

- An advanced university degree (Master’s or equivalent) in climate change, environmental

science, economics, public policy, international development, engineering, education, water/sanitation or another relevant discipline.

- A first university degree in climate change, environmental science, economics, public policy, international development, engineering, education, water/sanitation or another relevant discipline, combined with two additional years of relevant professional experience may be accepted in lieu of an advanced degree.

Work Experience:

- At least five years of progressively responsible professional experience in climate/environmental programming, climate policy or finance, adaptation planning, project development, government/partner coordination or related areas, including technical drafting and stakeholder consultation.

Language Requirements:

- Fluency in Tajik and Russian and excellent written and spoken English are required, including the ability to prepare English technical inputs and facilitate multilingual consultations

Knowledge/Expertise/Skills:

- Demonstrated substantive contribution to at least one climate-finance concept/proposal, adaptation plan, investment study or comparable donor project-design package; direct GCF experience is an asset.
- Knowledge of Tajikistan's national climate priorities, NDA and sector institutions; familiarity with GCF investment criteria, Concept Note requirements and country-ownership arrangements.
- Strong data collection, source verification, research, analytical drafting and spreadsheet skills, including baseline/beneficiary records, unit costs, results indicators and information-gap tracking.
- Proven ability to coordinate government institutions, technical experts, UN/development partners and representative community groups; organize field consultations; document decisions; and follow up parallel technical requests.
- Ability to integrate gender, disability inclusion and child-sensitive perspectives, manage version/comment-response records and deliver reliable national inputs alongside an international consultant.

Desirables:

Experience in climate-resilient education, WASH or community adaptation, and with UNICEF or other UN agencies, is an asset. Experience with GCF project preparation/review, pre-feasibility studies, NDA coordination or national adaptation planning is an asset.

Candidates need to submit:

1. Technical proposal of 3- to 5 pages covering:

- country coordination,
- data collection/verification,
- consultations,
- division of tasks with the international consultant, mission sequencing and review support;

2. Updated CV;

3. One work sample or public link identifying the applicant's role.