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TERMS OF REFERENCE

Climate Finance Consultant	
CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Home-based/Remote**
DURATION OF CONTRACT	11 Months

Purpose of Assignment:

The purpose of this consultancy is to provide specialized technical and coordination support to specific Country Offices (COs) for the development and management of UNICEF's climate-finance project portfolio. The consultant will support the origination, design, quality assurance, submission, appraisal, approval, and post-approval processing of climate-finance projects, while strengthening the capacity of COs to develop high-quality Green Climate Fund and Adaptation Fund projects.

Expected Country Offices to be Supported: Maldives and Fiji (GCF project development), Viet Nam and Philippines (GCF project in coordination with partners), and Pakistan (AF's approved project).

Background:

UNICEF is strengthening its engagement with international climate-finance mechanisms, including the Green Climate Fund (GCF) and Adaptation Fund (AF). This requires sustained technical and coordination support throughout the project cycle, from the identification and maturation of project ideas to concept development, funding proposal preparation, appraisal, approval, legal arrangements, and implementation.

The Centre of Excellence (COE) for Climate Resilience supports UNICEF COs in strengthening climate-finance programming, coordinating engagement with relevant partners, and ensuring that projects meet the technical, programmatic, operational, and quality requirements of UNICEF and the respective climate funds such as GCF and AF.

The consultancy will provide dedicated support to a portfolio of existing and emerging GCF and AF projects. This includes projects at different stages of development in Maldives and Fiji, UNICEF's engagement as an Executing Entity in Viet Nam and the Philippines, Adaptation Fund engagement in Pakistan, and further respond to technical-assistance requests from Country Offices.

Scope of Work:

Under the overall guidance of the Senior Advisor Climate Finance, the consultant will provide technical and coordination support to COs across the climate-finance project cycle. The assignment will cover project origination and development, management of existing and emerging project pipelines, technical quality assurance, coordination of internal and external reviews, support to approval and post-approval processes, and capacity strengthening.

The consultant will work closely with relevant COs and the Climate COE. The consultant will be responsible for the following activities:

1. **Technical support and Quality Assurance of GCF and AF Projects**
   - Provide technical support to the development of the GCF project for the Maldives and Fiji, including coordination of the FP and PPF packages, internal reviews, submission processes, GCF Secretariat/iTAP reviews, technical appraisals, and responses to review comments.
   - Coordinate the identification and engagement of relevant focal points across COs, COEs, Regional Offices, and UNICEF divisions to provide specialized technical inputs and required internal clearances.
   - Convene relevant COs and internal teams to coordinate project development processes and associated milestones, and document key decisions, responsibilities, and follow-up actions.
   - Conduct technical quality assurance of the Maldives and Fiji FP and PPF packages, ensuring the completeness, consistency, technical soundness, and submission readiness of all core documents and annexes.
   - Establish and manage a structured review process for the Maldives and Fiji projects, covering submissions to and feedback from the GCF Secretariat, Independent Technical Advisory Panel (iTAP), and GCF Board.
   - Lead internal GCF decision-gate processes for the Maldives and Fiji CNs, PPF applications, and FPs, in coordination with the respective COs, NDAs, COEs, and relevant UNICEF divisions.
   - Lead and coordinate the clearance of Funded Activity Agreement (FAA) conditions for the Maldives and Fiji projects following approval, working closely with the relevant COs, COE, and UNICEF divisions.

2. **Technical Assistance on Pipelines of GCF and AF Projects**
   - Provide technical support to COs in identifying feasible climate finance projects and developing robust project ideas, including the articulation of climate rationale, implementation arrangements, financing structure, UNICEF's internal pipeline processes, indicative timelines, and relevant clearance requirements.
   - Support the Climate finance team in internal appraisal and review of the project ideas from COs for their inclusion in the internal pipeline of UNICEF.
   - Provide technical inputs to GCF projects in Viet Nam and the Philippines, ensuring that UNICEF's proposed responsibilities, activities, budgets, results, safeguards, and implementation arrangements are appropriately reflected in project documentation.
   - Lead and coordinate discussions on UNICEF's responsibilities and compliance requirements for the AF project in Pakistan, as well as the development and clearance of Subsidiary Agreements for the GCF projects in Viet Nam and the Philippines, in coordination with the relevant COs and UNICEF divisions.

3. **Technical Assistance in REACH and Capacity Building Support**
   - Regularly track, monitor, and respond to technical assistance requests from COs in REACH, particularly GCF and AF project identification and development.
   - Develop and maintain practical project development resources, including checklists, decision-gate guidance, review templates, response matrices, trackers, and standard operating procedures.
   - Document key project development and appraisal processes, including challenges, solutions, good practices, decisions, and lessons learned, to strengthen future climate finance programming.
   - Contribute technical inputs to internal briefing notes and other strategic documents related to climate finance and child-responsive climate action.
   - Monitor relevant international and regional climate and environmental policy developments, including developments under the GCF, AF, and other relevant institutions, and identify implications and opportunities for UNICEF's climate finance engagement.
   - Support the preparation and delivery of targeted orientations, technical discussions, and capacity-building sessions for COs on climate finance opportunities, project development processes, and relevant fund requirements.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline		Planned Travel in USD
		Exact date to complete the deliverable	Input days	
Inception Report	Inception report and consolidated workplan, including the status of assigned projects, planned project milestones, anticipated decision gates, technical assistance priorities.	November 30, 2026	8	
Maldives CN and PPF: Technical quality assurance and coordination	Completed submission of CN/PPF package for Maldives, including reviewed documentation, technical comments, completeness checklists, and an updated action tracker	January 19, 2027	32	1 Travel to Maldives 15 days
Maldives FP: Development support, internal coordination and review	Coordinated technical inputs for the initial draft FP package of Maldives, review matrices, responses to internal comments, and updates on outstanding actions and decisions.	July 18, 2027	56	Travel may be needed
Maldives FP: GCF appraisal processes	Submission-ready package including coordinated inputs and clearances, review matrices, responses to GCF Secretariat and iTAP comments, and updates on outstanding actions and decisions.	September 21, 2027	40	
Fiji CN and PPF: Technical quality assurance and coordination	Completed submission of CN/PPF package for Fiji, including reviewed documentation, technical comments, completeness checklists, and an updated action tracker	March 15, 2027	15	
Fiji FP: Development support, internal coordination and review	Coordinated technical inputs for the initial draft FP package of Fiji, review matrices, responses to internal comments, and updates on outstanding actions and decisions.	October 11, 2027	22	
Philippines, Vietnam and Pakistan: Technical Inputs and Coordination	Technical support including coordinated technical inputs to Vietnam and Philippines on GCF and Pakistan on AF	May 9, 2027	28	
TA support to COs on REACH, policy monitoring, and capacity building	Climate finance technical assistance including support provided to COs through REACH, COs capacity built or briefed on GCF/AF programming, documented lessons learned, and any recommendations for follow-up.	September 21, 2027	30	1 Travel to Bangkok COE 6 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 requirements:

Education: Master's degree in An advanced university degree in one of the following fields is required: environmental sciences, climate change, climate finance, resource engineering is required.

Work Experience:

- A minimum of 2 years of progressively responsible professional experience in climate finance, GCF programming and multilateral climate funds, project development is required.
- Demonstrated experience in providing technical support to Country Offices and Governments on GCF and AF projects is required. This should include project identification, CN preparation, PPF application, FP development, technical appraisal, approval, and legal arrangements.
- Experience working with UNICEF COs, regional offices and global teams coordinating complex project development processes on multilateral climate funds.
- Experience working with United Nations, and programming and policies related to advise to governments is highly desirable.
- Experience supporting climate finance programming in small island developing states, least developed countries, or other climate-vulnerable contexts is considered an asset.

Language Requirements:

- Fluency in English is required. Knowledge of another UN language is an asset

Knowledge/Expertise/Skills:

- Proven expertise in supporting country offices in GCF and AF projects from project idea stage to CN/PPF and FP including technical appraisal and legal arrangements.
- Knowledge of UNICEF's sector such as WASH, health and education
- Strong facilitation, coordination, writing, synthesis, and stakeholder-management skills.
- Ability to work in time sensitive deadlines.

Desirables:

- Previous professional experience with UNICEF is considered an asset.