unicef | for every child

TERMS OF REFERENCE

People's Survival Fund Plus Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Manila
DURATION OF CONTRACT	12 months

Purpose of Assignment

The purpose of this consultancy is to support the timely review, revision, quality assurance, and approval processes needed to advance PSF Plus as a Enhanced Direct Access financing platform for locally led adaptation and National Adaptation Plan implementation. The consultant will support the Development Bank of the Philippines as the Direct Access Entity, and UNICEF, the Climate Change Commission and Department of Finance as executing entities, by providing the necessary coordination, follow-up, technical support, and decision-support materials to facilitate high-quality and timely submissions of the GCF Funding Proposal, its annexes, and related requirements.

Scope of Work

The consultant will provide technical support to UNICEF in its role as an executing entity under PSF Plus and will coordinate closely with DBP, as the GCF Accredited Entity responsible for overall PPF management and quality assurance, as well as with the PSF Secretariat, CCC, DOF, the independent PPF consultancy firm, and other relevant partners. The consultant will carry out the following activities:

• Prepare and maintain the assignment workplan, proposal review schedule, stakeholder consultation calendar, responsibility matrix, and document tracker.

• Convene and document monthly coordination meetings and other agreed consultations; record decisions, responsibilities, deadlines, risks, and follow-up actions.

• Collect, organize, and summarize inputs prepared by the PPF consultancy firm, DBP, executing entities, agencies, LGUs, and stakeholders. The consultant is not responsible for producing the underlying engineering, safeguards, gender, legal, financial, economic, climate-modelling, or other specialist studies.

• Provide targeted technical comments on selected draft proposal sections and annexes, focusing on completeness, internal consistency, GCF requirements, and the integration of child rights, inclusion, climate resilience, and climate-resilient social services.

• Prepare concise consolidated review notes, comment matrices, meeting summaries, progress updates, decision briefs, and submission-readiness checklists based on inputs from responsible technical leads.

• Support final consolidation and handover of the Funding Proposal package.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable

1. Inception Report	- Inception report with detailed workplan, methodology, consultation plan, and PPF/GCF full funding proposal task matrix. - Initial mapping of required analyses, responsible entities, timelines, data sources, and decision points for proposal preparation.	January 29, 2027
2. Prepare Progress Reports, Task Matrices, and Decision-Support Materials	Prepared recommendations and decision-support information for the authorised decision-makers of DOF, CCC, UNICEF, and DBP to enable informed decisions and secure the required institutional clearances for the following: 2.1. Technical Analyses and Proposal Design 2.2. Safeguards, Gender, Stakeholder Engagement, and Risk Requirements 2.3. Climate rationale, adaptation impact logic, and results framework 2.4. Baseline, Data, and Institutional Readiness for Proposal Preparation 2.5. Climate Adaptation Modelling and Site-Level Coordination 2.6. Proposal Finalization and GCF Submission Readiness	March 31, 2027 April 30, 2027 June 30, 2027 July 30, 2027 August 31, 2027 September 30, 2027
3. Documentation of consultations with UNICEF, executing entities, and relevant national agencies.	Meeting reports, consultation summaries, and documentation of comments, agreements, and follow-up actions from UNICEF, executing entities, PSF Plus partners, and model LGUs.	October 30, 2027
4. Final Consolidation, Handover, and Completion Reporting	- Final consultancy report summarizing PPF support provided, technical inputs, coordination processes, key outputs, pending	November 30, 2027

	issues, lessons learned, and recommendations. - Handover package of reports, task matrices, briefing notes, meeting records, technical inputs, and other reference materials to UNICEF and partners.	

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 university degree in public policy, development studies, economics, finance, environmental studies, climate change, social sciences, or another relevant field.
- **Work Experience**: At least 8 years of relevant professional experience in programme management, climate change, disaster risk reduction, environment, climate finance, or social-sector programming.
- **Skills** (optional):
- Demonstr ated experience in managem ent or coordinati on with governme nt agencies, developm ent finance institution s, and climate or disaster risk reduction institution s.
- Demonstr ated ability to review complex technical inputs, identify gaps, and prepare clear recommen dations, briefs, review matrices, and decision support materials.
- Experienc e facilitating stakehold er consultati ons, inter agency reviews, workshops , and approval processes with governme nt and developm ent partners.
- **Language Requirements**: Excellent written and spoken English and Filipino
- **Desirables**: Experience in international climate finance proposals, including GCF, Adaptation Fund, Fund for

Responding to Loss and Damage, GEF, Mitigation Action Facility, IKI, or similar mechanisms, is an advantage