Standard Terms of Reference for Green Climate Fund Placements

Readiness and Preparatory Support Programme: Operational Modalities for the 2024-2027 strategy

**I. Background**

Established in 2010 by the 194 countries that are Parties to the United Nations Framework Convention on Climate Change, the Green Climate Fund (GCF) takes pride in its role as the world’s largest dedicated climate fund. GCF finances transformative climate projects across developing countries, empowering them to respond to and combat climate change while promoting sustainable development within their communities.

In addition to mobilising public and private sector investments through a diverse range of financing instruments, GCF strengthens the capacity of developing countries to undertake climate action through the Readiness and Preparatory Support Programme (the Readiness Programme). This initiative equips countries with the necessary resources to build foundations, skills, and capacities to effectively secure and manage climate financing.

In line with our commitment to enhancing national capacities, the 2024-2027 strategy for the Readiness Programme introduces a placement scheme available upon request from countries - via their National Designated Authorities (NDA) and focal points, - to deploy local experts within NDAs or other relevant agencies designated by the country that will be known as GCF Liaison Officers. These embedded experts will aim to ensure continuous, effective engagement with GCF, imparting knowledge of GCF policies, systems and processes and facilitating the development of programming capacities and enhanced direct access to climate finance for the achievement of national climate objectives.

This standardised Terms of Reference (TOR) is provided as a guiding framework. Within this overarching framework, countries in coordination with the GCF Secretariat, will have the flexibility to tailor this standardised TOR to suit their specific country contexts and needs.

II. Role

The GCF Liaison Officer will act as the primary liaison between the GCF Secretariat and the country, providing essential support to the NDA or relevant agency in all matters concerning GCF climate action. This role entails close coordination with stakeholders relevant to the GCF activities in the country to ensure their seamless execution, including country programming, accreditation, readiness support conceptualisation and oversight, project preparation and implementation and other related activities.

III. Objectives

The placement scheme aims to achieve the following objectives through the role of the GCF Liaison Officer:

1. To enhance the capacity of the NDA and relevant agencies to plan, develop and implement climate change adaptation and mitigation concept notes and funding proposals;
2. To support the NDA and/or relevant agencies in developing and implementing GCF country programmes, including facilitating the set up or improvement of coordination with relevant stakeholders, including those from the private sector;
3. To assist in accessing and implementing integrated programmes of readiness activities in the country;
4. To raise awareness and facilitate understanding in the country of the GCF funding windows, policies and processes; and
5. To facilitate knowledge transfer and skill development among local stakeholders and communities.

IV. Responsibilities

The following responsibilities to ensure the successful implementation of the placement scheme are provided as a guideline:

4.1 Country Programme

1. Support the development of the [name of country] country programme with GCF, following the GCF guidance for country programmes;
2. Assist the NDA in coordinating consultative processes within the country to identify key areas for results related to the implementation of NDCs/NAPs/LTSs and developing project/programme ideas for the country programme;
3. Assist in the process of identifying potential partners for the implementation of the Country Programme, including potential direct access entities;
4. Assist in the development and review of country programme drafts in collaboration with the NDA and GCF Secretariat teams, ensuring timely processing and incorporation of feedback; and
5. Facilitate and assist the NDA in the implementation of the country programme, including reporting annually and identifying challenges and opportunities to discuss with the NDA and GCF Secretariat.

4.2 Readiness

1. Engage/assist the NDA in co-developing draft TOR for readiness support if and as needed, in close coordination with the GCF Secretariat. This is based on the medium-term strategic planning and includes outlining specific support areas, required expertise and resources to address capacity gaps effectively, ensuring alignment with national priorities;
2. Assist the NDA to facilitate stakeholder engagement through transparent and effective communication with relevant country stakeholders, including ministries of finance, sector ministries, ministries of economy, strategic planning, central banks, executing entities, the private sector, subnational entities, development partners, GCF accredited entities and civil society organizations such as women’s groups, academia, Indigenous Peoples and local communities. This approach adheres to GCF best practices for country coordination and multi-stakeholder engagement. The goal is to identify capacity gaps that inform the development and implementation of the TORs for readiness support;
3. Assist in completing the Financial Management Capacity Assessment (FMCA) [form](https://www.greenclimate.fund/document/financial-management-capacity-assessment-template)[[1]](#footnote-2), if and as required;
4. Support the NDA with adaptative management requests as required; and
5. As required by the NDA, contribute to midterm reviews of readiness activities, and provide input for adjusting initial TORs as needed.

4.3 Pipeline Development, Implementation, Monitoring and Reporting

1. Contribute to capacity-building by imparting skills and knowledge to the NDA and relevant stakeholders to successfully develop, advance and implement climate investments;
2. In coordination with the GCF Secretariat, provide advice, guidance and clarifications to the NDA, accredited entities, and other stakeholders on GCF policies, procedures and instruments to successfully develop, advance and implement climate investments;
3. Assist the NDA in the development of project ideas, concept notes and funding proposals for the public and private sector, in close collaboration with the GCF Secretariat, the NDA and accredited entities;
4. Assist the NDA to facilitate stakeholder discussions to gather necessary information throughout the project cycle stages;
5. Support the coordination of No Objection Letter processes in country, ensuring timely communication with Accredited Entities and promptly informing the GCF Secretariat of any potential issues;
6. Support the NDA to maintain regular communication with accredited entities to report to the GCF Secretariat and help resolve any issues that may arise during the implementation of GCF investments in the country;
7. Support the NDA and relevant agencies with the preparation of country portfolio results reporting as required by the GCF Secretariat; and
8. Assist the NDA in the organization of relevant events to showcase GCF results.

V. Assignment Details

The GCF Liaison Officer will be based in [country capital, country] and will operate from the offices of the NDA and/or relevant agency.

The GCF Liaison Officer will support the NDA or relevant agency and report to the appropriate regional manager of the GCF Secretariat.

As part of their reporting obligations, the experts are expected to compile a quarterly report detailing activities conducted and results achieved, to be shared with the NDA and GCF Secretariat.

The initial assignment is for the maximum of 180 working days over the period of 11 months and 29 days, with the possibility of extension based on annual performance evaluation, subject to the continued need and available funding.

Preference will be given to nationals or residents of [name of country] for this position.

VI. Qualifications and Experience

The following indicative qualifications and experience are provided for guidance. The NDA/government agency receiving the placement may propose revisions to better align with national requirements, in coordination with the GCF Secretariat.

1. University level degree in climate change/environmental science, climate economics/finance, engineering, project finance or a closely related discipline;
2. At least eight years of experience in the public and/or private sector with a demonstrated focus on climate investment and financing initiatives for climate change mitigation and adaptation;
3. Proven experience in institutional strengthening and capacity-building within developing economies, demonstrating the ability to enhance stakeholders' capabilities in addressing climate change and creating enabling environments for climate investment;
4. At least five years of experience in successfully developing climate change investment proposals, showcasing expertise in crafting compelling and impactful funding applications, including monitoring and evaluation of climate change initiatives;
5. Experience in addressing climate change issues in [name of country], providing a deep understanding of the local context and challenges;
6. Demonstrated ability to coordinate and engage with multiple stakeholders, reflecting strong interpersonal skills and the ability to foster cooperation among diverse groups;
7. Excellent communication skills, both written and oral, complemented by outstanding presentation abilities, enabling effective dissemination of information and ideas to diverse audiences;
8. Familiarity with the GCF, including operational mechanisms and funding modalities will be an asset;
9. Fluency in English is required, and proficiency in the official language(s) of [name of country], or other United Nations languages, is highly desirable;
10. Ability to work effectively in a multicultural and multidisciplinary environment, demonstrating cultural sensitivity and adaptability; and
11. Candidates must demonstrate a strong commitment to ethical standards, including integrity, transparency and accountability in all professional activities.

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1. An entity or agency that undertakes approved readiness activities is referred to as a delivery partner. For direct access, an NDA or another agency designated by the country must undergo FMCA to become a delivery partner. If readiness activities are provided by a pre-qualified GCF delivery partner, these partners will undergo the assessment as part of the prequalification process, which is conducted in accordance with GCF procurement rules and the fair and transparent open tender Request for Proposals (RfP) process. [↑](#footnote-ref-2)