

Job vacancy
International and national consultant for concept note development
GCF Readiness Project: Enhancing human resources, systems and procedures in
Timor-Leste to effectively engage with the Green Climate Fund

Background

The National Directorate for Climate Change (NDCC), under the General Directorate for Environment, and the Secretary of State for Environment under the Coordinating Minister for Economic Affairs is a Readiness Delivery Partners for Green Climate Fund Readiness projects. This consultancy is part of a larger project administered by the NDCC, which is being undertaken with funding from a GCF Readiness project.

Objective

The main objective of this agreement is for the one international and one national consultant to work on the development of a concept note in GCF Secretariat concept format along with all supporting documents for submission to GCF and to work in consultation with the National Designated Authority (NDA) of Timor-Leste.

Scope of work for international consultant

- Prepare the work plan and submit it to NDCC
- Coordinate with the local consultant and NDCC to draft the outline of the concept note
- Coordinate with the local consultant and NDCC to conduct stakeholder consultation (one-on-one consultation) to gather information if needed
- Review relevant documents and reports to gather more information if needed
- Coordinate with the local consultant and NDCC to draft concepts, not in the template of GCF in acceptable quality and approved by NDCC and NDA
- Review and incorporate all the comments and suggestions from stakeholders, NDCC and NDA including from the GCF Secretariat and ensure to remain available to provide service until the concept note is approved
- Finalizing the concept note and submit to NDCC
- Coordinate with the local consultant, NDCC and NDA to prepare Minutes that document the agreement with the accredited entity (eg. UNDP, UNEP, JICA etc)
- Coordinate with the local consultant, NDCC and NDA to obtain a letter of no-objection.
Optional: letter of no-objection from the NDA of Timor-Leste.

Duration

The duration for the international consultant is for 60 days within the period of mid-June to October 2022 and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but no later than mid-October.

Qualification and Experiences for international consultant

- Postgraduate degree or advanced degree (PhD or Master's) in environmental science, climate finance, engineering, natural science, economics, agriculture, social science, natural science or related disciplines with
- At least 10 years of experience or an equivalent combination of education and experience
- Experience in climate change adaptation, environmental and public policy
- Experience in climate finance and developing the financial model
- Experience in the estimation of socio-economic impacts
- Written and spoken fluency in English is preferred
- Experience in project management and stakeholder consultations

Preferred

- Experience with climate change-related programs/projects funded by multilateral donors,
- Prior experience with one of the UNFCCC and United Nations institutions or another international organization, would be a considerable asset;
- Previous experience in providing technical assistance to government institutions is an asset
- Written and spoken fluency in English is preferred
- All the outputs should be prepared and submitted in the English language

Scope of work for national consultant

- Coordinate with the international consultant to prepare the work plan and submit it to NDCC
- Coordinate with the international consultant and NDCC to draft the outline of the concept note
- Coordinate with the international consultant and NDCC to conduct stakeholder consultation (one-on-one consultation) to gather information if needed
- Review relevant documents and reports to gather more information if needed
- Coordinate with the international consultant and NDCC to draft concept, not in the template of GCF in acceptable quality and approved by NDCC and NDA
- Coordinate with the international consultant to review and incorporate all the comments and suggestions from stakeholders, NDCC and NDA
- Finalizing the concept note and submit to NDCC
- Coordinate with the international consultant, NDCC and NDA to prepare Minutes that document the agreement with the accredited entity (eg. UNEP, JICA etc)
- Work closely with the international consultant to review and integrates all comments from GCF Secretariat and all stakeholders until the concept note is approved
- Coordinate with the international consultant, NDCC and NDA to obtain a letter of no objection. Optional: letter of no-objection from the NDA of Timor-Leste

Duration

This individual contract is for 87 days within the period of mid-June to October 2022 and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but no later than mid-October.

Qualification and Experiences

- Minimum qualification of Bachelor's Degree in environmental science, climate finance, engineering, natural science, economics, agriculture, social science, natural science or related disciplines.
- At least 4 years of professional experience in working with the government and development partners on the issue of climate change and environment, public finance, the management or other related issues.
- Experience in project management and stakeholder consultations.

Preferred

- Knowledge of GCF processes and experience developing GCF Concept Notes and Funding Proposals essential
- Expertise in conducting economic, gender and environmental analyses in the context of project development is highly desirable
- Competency in working in digital contexts essential
- Excellent report writing and analytic skills essential
- Good interpersonal and language skills (English and Tetum)
- Proven experience in a drafting project proposals with consultancy experience
- Demonstrated experience conducting a literature review
- Ability to work independently and under pressure with minimum supervision
- At least understand the operations of the Global Environmental Facility (GEF), Green Climate Fund and its Secretariat, including a demonstrated history of successfully preparing GCF readiness documents and assisting countries to develop readiness for GCF project work and understanding of the UNFCCC negotiations, including knowledge of the process for preparing UNFCCC side events.
- Written and spoken fluency in English is preferred

Documents to be submitted

Interested candidates are requested to submit their documents including a Cover letter, Resume and Financial proposal (Breakdown of costs supporting the final all-Inclusive Price- bearing in mind that mission-related travels may not be feasible in the near future). Please see the detailed information in the attached documents.

Documents should be directed to the National Directorate of Climate Change via e-mail: tlclimatechange@gmail.com or to the National Directorate of Climate Change Office, Fomento Building, Mandarin, No.16, Dom Boa Ventura. Your applications should be submitted no later than July 6, 2022.