Online Platform Development Consultant
Songdo, republic of Korea

The Green Climate Fund (GCF) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, GCF will promote the paradigm shift towards low-emission and climate resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, considering the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

GCF is governed by a Board, composed of an equal number of members from developed and developing countries. GCF is operated by an independent Secretariat headed by an Executive Director. GCF will pursue a country-driven approach in its operations.

The consultant will have the flexibility to work remotely or be based at our headquarters in Songdo, Incheon City, Republic of Korea. The Position is for one year-period with possibility of extension.

Role

The Consultant will lead the development of an online knowledge exchange and volunteer platform for GCF’s National Designated Authorities (NDAs)/Focal Points (FPs) and Direct Access Entities (DAEs).

The platform will facilitate a direct exchange between NDAs/Focal Points (FPs), DAEs and other expert individuals and entities, on a voluntary basis, to share knowledge, exchange technical expertise and accelerate capacity building, with the overall aim of better preparing countries to access GCF resources and bring forward high quality projects and programmes. The GCF will design, build and maintain the platform. The platform will have the functionality to make connections and facilitate knowledge exchange between participating entities and individuals (NDAs/FPs, AEs and volunteer experts with target technical capacity), working as a marketplace for ideas and technical capacity.

The initiative will allow NDAs/Focal Points (FPs), DAEs and volunteers to team up to address climate finance challenges – anywhere in the world. By matching NDAs/Focal Points (FPs), DAEs, and skilled and passionate individuals to entities, in one platform, GCF can maximize the impact to achieve its objectives more effectively. The initiative is inspired by the belief that knowledge exchange by the largest possible number of individuals and entities able and available to offer information, experience, skills and expertise
on a voluntary basis, will reinforce the capacities of the NDAs/Focal Points (FPs) and DAEs, support access to GCF and help build a stronger pipeline of projects and programmes.

The consultant will in close cooperation with the Country Programming Division and in consultation with other divisions and GCF Stakeholders.

**Duties and Responsibilities**

a) Manage the development and operations of the online knowledge and volunteer platform for the NDAs/FPs and DAEs;

b) Define the scope of activities for the platform through a series of survey of potential partners’ interests and needs;

c) Curate materials and exchange of information within the platform;

d) Establish partnership and engagement strategy to promote the platform;

e) Mapping and interaction with the regional champions of the initiative;

f) Design and make recommendations of future functionalities of the platform.

g) Coordinate the different activities within the GCF Secretariat, support staff/consultants/interns, and service providers for the development and implementation of the platform.

h) Lead the development of the needed guidelines and materials to develop and implement the platform.

i) Manage a team, in the beginning the team will be comprised of interns

**Requirements and qualifications**

a) University degree in related discipline with a minimum of 10 years of experience;

b) Demonstrated experience in designing and promoting digital platforms preferably for the international public sector;

c) Working knowledge of the management cycle, including origination, implementation, and activities to develop similar initiatives;

d) Knowledge of international climate negotiations and climate finance is an advantage;

e) Good understanding and experience in operations of international organizations is an advantage;

f) Familiarity with United Nations Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, and other relevant processes is highly desirable;

g) Understanding of governance issues (e.g. financial public management, political economy and other relevant areas) is a plus.
h) In addition to the above, interested individuals must demonstrate an unquestionable personal reputation, integrity and ethical behavior throughout his or her professional career.

i) The working language of the GCF is English. Fluency in another UN language, particularly French and Spanish, is an advantage.

Applications from women and nationals from developing countries are strongly encouraged to apply.

Interested individuals should submit their expression of interest by providing a full documented CV and a cover letter specifying the fields of key competencies that match their skills.

Interested candidates are required to send an email attaching their CV and a letter of interest in a single file to: roster@gcfund.org

Please send a single file named: “[last name], [first name]” (e.g. Johansson Anna). Subject line: “Consultant for Online Platform”.

Only the following formats will be accepted: MS Word, PDF, and RTF.

Please indicate your earliest availability to take up assignment and notice-period, if employed.

Closing date for application is 30 October 2017 (KST). Applications submitted after the closing date may not be considered.

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you
Annex: Additional information

I. Mandate and context

1. The Initial Strategic Plan of the GCF, endorsed by the Board through its decision B.12/20, guides the GCF in the course of its operations to:

   (a) Leverage its status as an operating entity of the financial mechanism of the UNFCCC to set new standards with regard to country ownership, direct access and the level of ambition impacting the global practice of climate finance beyond its immediate engagement;

   (b) Provide enhanced readiness support, including by building on analysis of best practice and lessons learned from current readiness activities to encourage peer to peer learning; and

   (c) Strengthen the role of NDAs/FPs and facilitate the dialogue between NDAs/FPs and AEs, including by offering a platform for knowledge sharing and a marketplace for ideas.

2. As a priority under the Strategic Plan, the GCF is working to provide improved and systematised guidance and support to NDAs/FPs and AEs (particularly DAEs) to enhance accessibility and predictability in engaging with the Fund, and to build a pipeline of transformational, country owned projects and programmes. The GCF’s Readiness Program and communications channels such as the GCF website, structured dialogues and country and AE engagement will continue to be the focus of this work.

3. In parallel, NDAs/FPs and DAEs are accumulating valuable experience in interacting with the GCF and working through GCF processes. A number of NDAs/FPs and DAEs have conveyed to the GCF their urgent need for targeted capacity building and interest in being able to share experiences and lessons learnt, but lack the necessary resources to bring their ideas for knowledge sharing into reality. They have expressed a preference for the GCF Secretariat to facilitate these efforts.

4. The Board has also considered, at recent meetings, guidance from the Conference of Parties (COP) on facilitating an increase direct access proposals (Decision 10/CP.22). Document B.16/Inf.08 “Facilitating an increase in proposals from direct access entities” notes that options for providing additional support to DAEs could include partnerships between entities accredited for higher standards and to promote South-south learning, and promoting knowledge and experience-sharing.

II. Proposal for an online knowledge exchange platform

5. In response to these requests and mandates, the GCF seeks to launch an online knowledge exchange platform.

6. The platform will facilitate a direct exchange between NDAs/FPs, DAEs and other expert individuals and entities, on a voluntary basis, to share knowledge, exchange technical expertise and accelerate capacity building, with the overall aim of better preparing countries to access GCF resources and bring forward high quality projects and programmes. The GCF will design, build and maintain the platform. The platform will have the functionality to make connections and facilitate knowledge exchange between participating entities and individuals (NDAs/FPs, AEs and volunteer experts with target technical capacity), working as a marketplace for ideas and technical capacity.
7. The initiative will allow NDAs/FPs, DAEs and volunteers to team up to address climate finance challenges – anywhere in the world. By matching NDAs/FPs, DAEs, and skilled and passionate individuals to entities, in one platform, the Fund can maximize the impact to achieve its objectives more effectively. The initiative is inspired by the belief that knowledge exchange by the largest possible number of individuals and entities able and available to offer information, experience, skills and expertise on a voluntary basis, will reinforce the capacities of the NDAs/FPs and DAEs, support access to GCF and help build a stronger pipeline of projects and programmes.

8. The initiative will complement ongoing work led by the GCF on readiness, enhancing accessibility and predictability, and prioritising pipeline development. It will complement this work in an innovative way by providing a channel to engage a wider range of interested stakeholders in the work of the GCF and action on climate change, supporting developing countries in their efforts to pursue low-emissions, climate-resilient development pathways.

III. Implementation plan

1. Objectives
   (i) Provide a space to share relevant information from NDAs/FPs and DAEs, lessons learned and best practices;
   (ii) Allow NDAs/FPs and DAEs to tap into targeted technical support from expert volunteers on high demand areas such as: translations, concept note and funding proposal review, modelling, risk assessment, stakeholder consultation, ESS, Gender, monitoring and evaluation, among others;
   (iii) Expand options to build capacity at national level and support direct access to climate finance;
   (iv) Broaden the scope of contributors to the global climate effort beyond the traditional stakeholders and attract a diversified range of expertise to support climate-related projects;
   (v) Contribute towards immediate and rapid solutions through a bottom-up approach that can help expand and scale up collective action to respond to climate change;
   (vi) Create avenues for people and institutions, to give back and inspire others; create greater awareness to a broader public domain on the climate challenge; and leverage resources in an innovative way to potentially motivate behaviour-change;
   (vii) Demonstrate the ability of the GCF to be an agent of transformation through innovative ways.

2. Target audience

   National Designated Authorities/Focal Points, Accredited Entities, skill-based volunteers, climate experts, finance modelling experts, private and public sector entities, among others.

3. Functions

   The Platform will have two main pillars, with sub-options that could be integrated:
(i) Knowledge sharing

(OP1) Countries, entities, and partners to share good practices, documents, guidance materials, videos, and expert advice.

(OP2) Link to GCF materials, videos, documents and guidance.

(ii) Knowledge brokering

(OP1) Matchmaking NDAs/FPs with NDAs/FPs and DAEs with DAEs around the globe.

(OP2) Matchmaking between demand from DAEs and NDAs/FPs and expert individuals or entities willing to provide their services and support.