



### **Announcement for Consultancy (Consultant)**

Consultant to support work on technical paper on enhancing observer engagement under SBI Arrangements for Intergovernmental Meetings  
**Communications & Engagement Division**

| <b>Deadline<br/>for application</b> | <b>Announcement<br/>number</b> | <b>Expected date<br/>for entry on duty</b> | <b>Duration of<br/>appointment</b>                                  | <b>Duty Station</b> |
|-------------------------------------|--------------------------------|--------------------------------------------|---------------------------------------------------------------------|---------------------|
| 04 October 2026<br>23:59 hrs CET    | 26/CON10/C&E                   | As soon as possible                        | 7 months (October 2026- May 2027) with up to a total of 152.25 days | Bonn/Remotely       |

Publication date: 18 September 2026

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Communications and Engagement Division is leading in the development and effective implementation of innovative approaches to enhance the engagement of observer organizations in the UNFCCC intergovernmental process. The Observer Relations Team is responsible for, inter alia, the admission of new observer organizations, the management of observer participation and meaningful engagement in the UNFCCC process – both intersessionally and in-session.

The increasing number of admitted observer organizations has been a long-standing issue for the UNFCCC process. Combined with the absence of a formal mechanism to review admission status, this growth has intensified operational, physical and logistical challenges, including those related to facilitating meaningful observer engagement. By the end of 2025, the total number of admitted observer organizations had reached 4,081.<sup>1</sup> The secretariat has consistently brought these challenges to the attention of Parties under the SBI agenda item on Arrangements for Intergovernmental Meetings (AIM), seeking guidance on possible ways forward.

At SB 64, the SBI under the agenda item on AIM took note of the large number of applications for admission, and the significantly increasing number of organizations admitted as observers to the UNFCCC process and noted the associated physical and logistical challenges. It invited Parties and observer organizations to submit via the

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<sup>1</sup> FCCC/SBI/2026/4, para. 32.



submission portal by 31 March 2027 views on ways to urgently address the aforementioned challenges, taking into consideration the need for regional balance and diversity among observer organizations participating in the UNFCCC process.

Consequently, the SBI requested the secretariat to prepare a paper, informed by the submissions from Parties and observer organizations on this matter, outlining options for addressing the aforementioned challenges.

## **Purpose**

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The purpose of this consultancy is to support the secretariat in the preparation of a paper for consideration by the SBI at its sixty-sixth session (SBI 66), in response to the SBI mandate to outline options for addressing the logistical and physical challenges associated with the increasing number of applications for admission and observer organizations admitted to the UNFCCC process, taking into consideration the need for regional balance and diversity among observer organizations participating in the UNFCCC process.

Under the overall supervision of the Programme Officer in the Observer Relations Team within the Climate Action and Engagement Unit in Engagement Sub-Division, to inform the paper, the consultant will undertake a comprehensive information-gathering and research exercise on identification of challenges and recommendations to address them, including analysis of submissions from Parties and observer organizations, review of relevant practices in other multilateral processes not limited to the United Nations and intergovernmental processes, examination of relevant academic and policy literature, stakeholder consultations and interviews, and identification of additional options and good practices to support the development of evidence-based recommendations.

## **Tasks**

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Under the overall supervision of the Programme Officer in the Observer Relations Team within the Climate Action and Engagement Unit in Engagement Sub-Division, the consultant will in particular support the following areas:

### **a. Conducting research and information gathering to inform the SBI 66 paper**

- Identify in details the operational, physical and logistical challenges associated with the increasing number of applications for admission and observer organizations admitted to the UNFCCC process, based on the UNFCCC information materials, interviews with stakeholders and desk reviews.
- Undertake desk research on relevant practices, policies and procedures related to modes of observer engagement, accreditation, admission and level of openness, inclusiveness, trust and transparency in other United Nations organizations, other intergovernmental processes and other multilateral conferences such as G20 in order to prepare guiding questions to conduct interviews with relevant multilateral processes to understand who is facing similar challenges of observer engagement as UNFCCC and how they are addressing those challenges.
- Review relevant academic literature, policy papers and other published research to identify existing analyses and innovative approaches relevant to addressing the identified challenges.
- Design and administer surveys, questionnaires or other information-gathering tools, as appropriate, to collect information from observers participating in the UNFCCC process on observer engagement practices, participation models and lessons learned.
- Conduct interviews and consultations with stakeholders, including Focal Points of NGO Constituencies and Informal Groups, as agreed with the secretariat, to gather additional information, perspectives and good practices.
- Review and analyse submissions received from Parties and observer organizations in response to the SBI mandate on addressing the challenges associated with the increasing number of applications for admission and observer organizations admitted to the UNFCCC process and the associated physical and logistical challenges.



- Identify and document findings, trends, challenges and potential options arising from the information-gathering exercise.
- b. Developing options to address challenges related to observer participation**
- Analyse the evidence gathered through submissions, research and interviews and consultations.
  - Identify new ideas that fill the gap and assess options, .
  - their advantages, limitations and potential implications of identified options, taking into consideration the need for regional balance and diversity among observer organizations participating in the UNFCCC process and other guidance from Parties.
  - Organize brainstorming workshops with key stakeholders to validate some of the recommendations as needed.
  - Develop evidence-based proposals and recommendations for inclusion in the SBI technical paper.
- c. Supporting the preparation of the technical paper for SBI 66**
- Prepare an annotated outline and workplan for the paper.
  - Draft the paper in accordance with the SBI mandate and the secretariat's guidance.
  - Revise successive drafts based on comments and feedback from the secretariat.
  - Finalize the paper for consideration by SBI 66.

## Outputs

| Output                                                                                                                                                                                                                                              | Date              | Performance indicators                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Inception report</b> , including detailed workplan, research methodology and proposed information-gathering approach                                                                                                                             | 30 September 2027 | <ul style="list-style-type: none"><li>• Timeliness, quality of outputs</li></ul>                                |
| <b>Research and information-gathering package</b> comprising a comparative review of observer engagement practices across relevant international organizations, survey instruments, interview guides, and a summary of preliminary findings         | 30 November 2027  | <ul style="list-style-type: none"><li>• Timeliness, quality and comprehensiveness of research</li></ul>         |
| <b>Draft technical report</b> with a proposed bone structure and elements of issues and possible recommendations based on the findings from the comparative research and stakeholder consultations, together with an annotated outline fo the paper | 28 February 2027  | <ul style="list-style-type: none"><li>• Timeliness, quality of the draft and completeness of analysis</li></ul> |



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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Analysis of submissions</b> received from Parties and observer organizations, integrated into the draft technical report, outlining options to address the challenges | 7 April 2027 (pending Docs process)  | <ul style="list-style-type: none"><li>• Timeliness, quality and completeness of analysis</li></ul> |
| <b>Finalization of the technical paper</b> , incorporating comments from the secretariat                                                                                 | 20 April 2027 (pending Docs process) | <ul style="list-style-type: none"><li>• Timeliness, quality of outputs</li></ul>                   |

### Timeframe

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The duration of the assignment is seven months, from 1 October 2026 to 30 May 2027, with up to a total of 152.25 working days.

### Duty station and places of travel

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The consultant can work in office or remotely depending on circumstances.

### Requirements

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The consultant shall have the following competencies and qualifications:

- Education: Advanced level degree (MA) in natural sciences, environmental studies, international relations, law, economics, social sciences or related discipline;
- Experience: At least five years of relevant experience in the UNFCCC process and other UN processes, specifically on stakeholder engagement. Experience conducting policy research, comparative institutional analysis and preparing analytical or policy papers is required. Experience designing and implementing surveys, stakeholder consultations or other qualitative research methodologies is required.
- Skills:
  - Excellent analytical and research skills, including the ability to synthesize information from multiple sources and develop evidence-based recommendations.
  - Excellent drafting and written communication skills, with demonstrated experience preparing high-quality analytical or policy papers.
  - Strong qualitative and quantitative data collection and analysis skills.
  - Demonstrated ability to design and conduct surveys, stakeholder consultations and interviews.
  - Strong organizational, planning and project management skills, with the ability to manage multiple tasks and deliver high-quality outputs within tight deadlines.
  - Excellent interpersonal and communication skills, including the ability to engage effectively with diverse stakeholders in a multicultural environment.
- Language requirements: Fluency in English (both oral and written) is required. Knowledge of another United Nations official language is desirable.

### How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>



**United Nations**  
Climate Change Secretariat

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Secrétariat sur les changements climatiques

**Please note:**

1. UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.