



Announcement for Consultancy

Consultant - Strategic Communications Expert Means of Implementation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
08 June 2025 23:59 hrs CET	25/CON05/MoI	As soon as possible	01 July 2025 to 31 December 2026 (320 working days)	Remotely/Bonn Germany

Publication date: 23 May 2025

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.

The Means of Implementation division provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of Capacity-building arrangements and processes. The division supports the work of the Standing Committee on Finance and the Technology Executive Committee and facilitates knowledge sharing on Capacity-building needs and actions through the Paris Committee on Capacity Building.

Purpose

The purpose of the consultancy is to provide strategic communication and engagement and high-end communication services and support to the Means of Implementation division thereby contributing to the strategic positioning of the UNFCCC, the Means of Implementation division and its subdivisions in the field of capacity building, finance and technology.

The scope will cover strategic and high-end communications services, products and executional support related to UNFCCC mandated work as well as complementary projects and activities inter alia related to the Technology Mechanism Initiative on Artificial Intelligence for Climate Action, the Needs-based Finance Initiative (Facilitating the access and mobilization of climate finance to support the priority mitigation and adaptation actions to developing countries) and across capacity building programmes such as Youth4Capacity Programme, the Fellowship Capacity Award Programme, the Rio Conventions Joint Capacity-building programme and the PCCB's Capacity-building Hub.

Tasks

The MoI Strategic Communications expert will conduct the following tasks in support of the Means of Implementation division in coordination with the subdivisions for capacity building, finance and technology development and transfer. He/she will have a direct reporting line to the Director Means of Implementation division working closely with the various subdivisions and consulting closely with the Communications and Knowledge sub-division (Communication and Engagement division), and the Office of the Executive Secretary as applicable. He/she will have a secondary reporting line to the Manager of the Communications and Knowledge sub-division, and will be encouraged to participate, wherever possible, in ongoing strategic



development, content alignment, and operational functions and processes of the Communications and Knowledge sub-division.

Responsibilities will include:

- In alignment with the secretariat's broader communications strategy, design and lead the development and execution of a communications strategy for the Means of Implementation division and its subdivisions for capacity building, finance and technology transfer and development, articulating objectives, identifying target audiences, key messages, and communications and outreach channels, products and timelines;
- Design and lead the development of a communications plan for the Means of Implementation division and its subdivisions for capacity building, finance and technology transfer and development, taking into account both mandated work (e.g. constituted bodies events and reports, other workshops and dialogues) and complementary activities;
- Develop and implement a concept for positioning and tone of Mol products;
- In consultation with the Communications and Knowledge sub-division, lead the production of top-tier communications products relating to Mol key topics (e.g. news room articles, press briefing materials, feature articles, backgrounders, audio-visual materials, presentation decks, content for social media and website, videos, etc.);
- Develop and ensure quality of the online presence relating to Mol key topics, including developing content for the organization's website, social media platforms, and other digital communication channels.;
- Research and write complete speeches, statements, video scripts, media lines, and other speaking notes for the Executive Secretary of UNFCCC, the Mol Director and Managers, and MOI-supported constituted body members, as relevant to the mandate of the division and subdivisions. and other UNFCCC officials as relevant the mandate of the division and subdivisions;
- Monitor and analyse current events, public opinions, and press as well as identifies issues and trends and advises on appropriate actions and responses;
- Provide strategic and communication support in the context of the organization of events, workshops or dialogues of UNFCCC within the mandate of the division;
- Support communications and media efforts related to successful delivery at key moment, including at the June sessions, COP, and climate weeks;
- Provide communications, awareness and outreach services to events, workshops, and meetings as needed;
- Monitor and measure the results and impact of outreach and communication strategy, plan and activities as a means to identify lessons learned and further inform the communication efforts;
- Provide support for enhancing the MOI-supported webpages for better visibility and outreach.

Outputs

Output	Date	Performance indicators
Communication strategy 2025-2026	15 July 2025	Submission of the strategy approved
Communication plan 2025	15 July 2025	Submission of the plan approved
Newsroom articles, press briefing materials, feature articles, backgrounders,	Ongoing over 2025-2026	Products approved



audio-visual materials, presentation decks, social media and web content		
Video scripts on selected topics in the field of capacity building, climate finance and technology	July to October 2025 and February 2026; for first set of products each year; then following work plan	Video scripts approved
Terms of reference for video production and related procurement process	July 2025 and February 2026 for first set of products each year; then following workplan	Terms of reference
Outreach and communication plan for MoI topics at COP30	September 2025	Submission of the plan leads to approval
Speeches, statements, video scripts, media lines, and other speaking notes for COP 30 and follow up communications	October-December 2025	Products approved
Outreach and communication plan for MoI topics at COP31	September 2026	Submission of the plan leads to approval
Speeches, statements, video scripts, media lines, and other speaking notes for COP 31 and follow up communications	October-December 2026	Products approved
Communication strategy update	1 January 2026	Submission of the updated strategy approved
Communication plan 2026	31 January 2026	Submission of the plan approved

Timeframe

1 July 2025 to 31 December 2026 (320 working days).

Duty station

The consultancy allows for remote work, with travel required on an as-needed basis to the UNFCCC secretariat in Bonn, Germany - including travel to attend the SB sessions in June 2026, selected in-country or regional events, and the Climate Change Conferences, COP 30 and COP 31.

Requirements

The consultant should have the following qualifications:

Education:

- An advanced university degree (Master's degree or equivalent degree) in international development or development studies, international relations, public policy, political science, economics, climate change, communications, public information or public relations, journalism, or a related field. A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:



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- A minimum of 15 years of experience in strategic communications and communications with United Nations Organizations or other international organizations including with donor organizations with a focus on climate change, environment and development.
- Communication experience working on climate finance, capacity building and/or technology for addressing developing countries needs is required.
- Experience working in developing countries with programme implementation.
- Direct experience and networks with relevant media.
- A strong familiarity working in collaboration with external stakeholders engaged with the UNFCCC or other relevant UN agencies on climate change.

Skills:

- Strong strategic thinking and analytical skills.
- Ability to develop strategic communications across topics and related plans and contents.
- Ability to craft compelling narratives that communicate complex information in an accessible way.
- Excellent written and verbal communication skills in English.
- Working knowledge of other UN languages will be considered an asset. Ability to work collaboratively with diverse teams and stakeholders.
- Demonstrated ability to work effectively under pressure and meet deadlines.
