



Announcement for Consultancy (Consultant)

Consultant, Events Planning Specialist
Programmes Coordination Department

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
01 November 2026 23:59 hrs CET	26/CON12/PC	As soon as possible	1 December 2026 – 1 June 2027	Bonn

Publication date: 16 October 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.

A key means of UNFCCC delivering its mandate is through convening, including mandated and non-mandated workshops and other events organized in Bonn and across the world. In this context, the secretariat is looking at improving the planning and delivery of these convenings through a coordinated approach across the secretariat.

Purpose

Under the supervision of the Director of Conference Affairs and reporting to the Special Assistant to the Senior Director for Programmes Coordination, the successful candidate will be responsible for driving forward work to improve the planning and delivery of workshops and other events through coordinated scheduling, optimized resource allocation, common quality standards, centralized reporting and robust governance arrangements.

Tasks

Under the supervision of the Director of Conference Affairs and reporting to the Special Assistant to the Senior Director for Programmes Coordination, the consultant will perform the following tasks:

- Undertake a baseline stocktake of substantive events organized by the secretariat over the past two years and those planned to identify overlaps, gaps, and opportunities for efficiency;
- Develop a unified annual workshop/event planning and coordination framework to enable coordinated scheduling, venue selection, resource allocation and support arrangements, in consultation with relevant secretariat divisions;



- Establish a governance and monitoring framework for strategic planning, delivery and continuous improvement of workshops/events, including roles, responsibilities, decision points and key performance indicators;
- Develop an efficient framework/tool for comparing costs of holding workshops in different locations and formats (in-person, hybrid, virtual), including venue, travel, participant funding, support and environmental footprint;
- Develop explicit recommendations for concrete actions Divisions can take to improve the efficiency and cost-effectiveness of workshops;
- Develop secretariat-wide workshop quality, reporting and knowledge management framework which includes optimal resourcing requirements, sustainability and accessibility, participant experience standards and mechanisms for capturing and sharing lessons learned;
- Prepare a final report with an implementation roadmap, including resource implication and a proposed sequencing for roll-out, for consideration by the Management team.

Outputs

Output	Date	Performance indicators
Inception report and baseline stocktake	12/26	• Inception report with workplan and baseline stocktake accepted
Action 28 Working Group	1/27	• WG ToRs agreed and meetings started
Workshop planning, governance, and monitoring framework established	2/27	• Governance ToRs/Flow charts
Workshop Comparison Tool	3/27	• Comparison Tool set up
Policy Paper on workshop efficiency	4/27	• MT Paper submitted
Workshop quality, reporting and knowledge management framework	4/27	• Standards Document established
Final report and implementation roadmap	5/27	• Final report and roadmap submitted to MT

Timeframe

From 1 December 2026 to 1 June 2027.



Duty station and places of travel

Bonn, Germany

Professional Experience

- Minimum 7 years of experience in event management, planning and coordination of meetings and workshops, preferably in the UN system or another large organization;
- Experience in developing event budgets and impact assessments;
- Understanding of the full cycle requirements of an event delivery including follow-up;
- Experience developing implementation roadmaps, monitoring frameworks and risk registers;
- Experience documenting operational procedures and governance frameworks;

Functional Competencies

- Strong planning and organizational skills;
- Good understanding of budget management and allocation;
- Strong analytical and risk management skills;
- Excellent drafting and documentation abilities;
- Strong communication and stakeholder engagement skills, including the ability to build consensus across organizational units;
- High professionalism and ability to work independently.

Education

Advanced university degree in project management, public administration, business administration, Government relations, organizational development, or related field.

A first-level degree with additional relevant experience may be accepted.

Languages

Fluency in written and spoken English is required. Knowledge of another official UN language is an asset.

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>

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.