



Announcement for Consultancy (Individual Contractor)

Individual Contractor- (Policy Review)

Legal Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
18 October 2026 23:59 hrs CET	26/CON11/LA	02 November 2026	Until 30 April 2027 for 130.5 days	Remote, travel may be required

Publication date: 09 October 2026

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Legal Affairs division of the UNFCCC secretariat in Bonn, Germany, provides legal and procedural advice and services to support (1) the intergovernmental negotiation process and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (2) the administration and operations of the UNFCCC secretariat.

The consultancy is situated within the Policy Review Team of the Legal Affairs division and supports the implementation of the secretariat's Policy Review Project. The project seeks to strengthen and modernize the secretariat's institutional regulatory framework through the systematic review, revision, consolidation and development of administrative instructions, continued operationalization of the delegation of authority framework, and enhancement of the Policies Portal and Delegation of Authority Portal.

Purpose

The consultant will provide specialized legal and policy expertise to support the implementation of the Policy Review Project. The consultant will undertake the substantive review, development, revision and consolidation of administrative instructions and related documents, support the continued implementation and refinement of the Delegation of Authority framework, and assist with the content management and enhancement of the Policies Portal and Delegation of Authority Portal.

The consultant will work under the supervision of the Director of the Legal Affairs division and in close consultation with policy owners and other relevant stakeholders across the secretariat. The work will contribute to ensuring that the secretariat's regulatory framework remains legally sound, operationally relevant, aligned with the secretariat's institutional linkage to the United Nations, and responsive to evolving organizational needs.

Tasks

Under the supervision of the Director of the Legal Affairs division, or her designated representative, the consultant will:



1. Review, revise, consolidate and develop administrative instructions and related policy instruments identified under the Policy Review Project, with particular focus on administrative instructions requiring substantial revision or modernization.
2. Conduct legal and policy analysis of existing administrative instructions and associated instruments to ensure consistency with the secretariat's legal framework, organizational practice, delegations of authority, and relevant United Nations standards and guidance.
3. Coordinate consultations with policy owners and relevant stakeholders, consolidate comments received during review processes, and support resolution of legal and policy issues arising during policy development and revision exercises.
4. Support the continued implementation, refinement, and operationalization of the secretariat's delegation of authority framework, including review of delegation instruments and associated procedures.
5. Support the maintenance, content management, and enhancement of the Policies Portal and Delegation of Authority Portal, as needed, including quality assurance of content, identification of functional improvements and support for implementation of updates.
6. Support the development of guidance materials, communication products, and training resources to facilitate understanding and implementation of administrative instructions and delegation instruments by secretariat staff.
7. Perform any other job-related activity required to meet the mandates, goals, and objectives of the Legal Affairs division and the secretariat.

Outputs

Output	Date	Performance indicators
Review and undertake legal analysis of priority administrative instructions	By contract end date	Quality, completeness, and timeliness of legal analyses and recommendations. Target: 100%
Draft revised and/or new administrative instructions and relevant supporting documentation, as needed	By contract end date	Drafts are legally sound, operationally relevant, and suitable for promulgation. Target: 100%
Support the undertaking of the policy review process in the secretariat and subsequent promulgation of administrative instructions	By contract end date	Timely completion of policy review milestones. Target: 100%



Recommend and, as appropriate, undertake any required maintenance and/or enhancement for the Policies Portal and Delegation of Authority Portal, including content updates	By contract end date	Accuracy and completeness of portal content; feasibility and quality of recommendations. Target: 100%
Support the development of guidance materials and stakeholder support for implementation of revised policies and delegation instruments	By contract end date	Quality and usability of guidance materials. Target: 100%

Timeframe

The duration of the assignment is for seven (7) months, from 2 November 2026 to 30 April 2027. The total number of working days is 150.5 days.

Duty station

The consultant will work remotely. Travel may be required for meetings as requested by the Legal Affairs Division.

Requirements

Educational Background:

Advanced university degree (Master's degree or equivalent) in law, with specialization in international law, administrative law, or a related field.

A first level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of seven (7) to ten (10) years of progressively responsible experience in law, including legal analysis, research, and drafting is required.

At least five years (5) in an international environment, preferably in a United Nations common system organization or other intergovernmental organization, is desirable.

Experience in reviewing, developing, drafting, and providing advice on the implementation of policies in a United Nations common system or other intergovernmental organization is desirable.

Language requirements:

Fluency in English (both oral and written) is required. Working knowledge of another 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>



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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.

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