

## **Terms of Reference**

**Duty Station:** (Remote – with occasional visits to RCC West and Central Africa, Lomé, Togo)

**Job Title:** Regional Adaptation Specialist (Consultant) to support the implementation of the adaptation workplan of the RCC West and Central Africa

**Mode of engagement:** Part-time (50%)

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### **1. Background**

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, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation division of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to the matters relating to the Global goal on adaptation (GGA), the least developed countries (LDC) work programme, national adaptation plans (NAPs), the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage and its Executive Committee (WIM Excom), the Adaptation Committee, the Local Communities and Indigenous Peoples Platform (LCIPP), adaptation communications and the adaptation registry. The Adaptation division also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

[The Regional Collaboration Centers \(RCCs\)](#) support national climate action through capacity-building, technical assistance, and strategic networking. Since the adoption of the Paris Agreement in December 2015, the RCCs have had the broader task of supporting the implementation of the Paris Agreement.

The UNFCCC secretariat and its partner organizations operate six RCCs worldwide, of which RCC West and Central Africa facilitates the acceleration of climate action in 25 countries in the region. RCC West and Central Africa was established in 2013 following the signing of an MoU between UNFCCC secretariat and the West African Development Bank (BOAD).

### **2. Purpose**

Under the direct supervision of the Regional Lead of the RCC West and Central Africa ([RCC WAC Africa](#)) and overall guidance of the substantive teams of the Adaptation Division, the Regional Adaptation Specialist will implement the activities under the Adaptation workstream of the RCC WAC Africa work plan, including supporting countries in formulating and implementing national adaptation plans (NAPs) and work on GGA and reporting on adaptation and loss and damage. The Regional Adaptation Specialist will leverage the RCC's regional presence and network to advance the work on adaptation and loss and damage.

### **3. Outline of the work**

The incumbent will be responsible for the following task



**RCC West and Central Africa**  
*Collaboration for Climate Action*

**Support the strategic planning and implementation of regional adaptation priorities, including advancing support to countries on national adaptation plans, GGA and loss and damage.**

- Develop and maintain a comprehensive database of regional adaptation partners and initiatives to facilitate stakeholder engagement on NAPs, GGA and loss and damage, to be shared with the Adaptation Division. This should include information on available accredited entities that can work with countries in accessing financing from the GCF and AF.
- Compile information from countries on their experience with adaptation to inform various compilations by the Division, such as on progress on NAPs and the GGA, gaps and needs, support being provided and received by countries.
- Support the delivery of regional capacity-building support and outreach activities on adaptation and loss and damage.
- Increase the visibility and ambition of adaptation efforts under the UNFCCC and PA through proactive outreach, awareness-raising activities, and engagement platforms.

**Perform any other job-related activity required to achieve the goals and objectives of the Adaptation division and/or secretariat**

- Participate in cross-divisional projects, provide support in unforeseen areas of need, and adapt to evolving priorities within the scope of the Adaptation Division and the RCC's support of adaptation-related activities.

**Timeframe**

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11 months (50% part time) with occasional flexibility required depending on workload and specific needs

**Duty station and places of travel**

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Remote

**Requirements**

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- Advanced university degree in international relations, law, climate change, environmental or social sciences or related areas is required.
- At least 3 years of professional experience relevant to climate change adaptation, development assistance, sustainable development and associated international and national governance and regulatory systems.
- Demonstrable skills and competencies in stakeholder engagements on adaptation and resilience; transformations and loss and damage
- Familiarity with UNFCCC process and the landscape of adaptation support
- Very strong analytical and drafting skills as well as good planning and organizing skills.
- Fluency in English (both oral and written).
- Working proficiency in French is an asset.

## **How to apply**

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Interested candidates who wish to undertake this work should submit their letter of motivation and CVs to [RCCWACAfrica@unfccc.int](mailto:RCCWACAfrica@unfccc.int) copy to [mkpeto@unfccc.int](mailto:mkpeto@unfccc.int) and [mbagbohouna@unfccc.int](mailto:mbagbohouna@unfccc.int). Female candidates are encouraged to apply. **The deadline for application is 30 September 2026.**