



## **Announcement for Consultancy (Individual Contractor)**

### **Budget Production and Quality Support Assistant**

Administration and Operations Division  
Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 April 2026 23:59 hrs CET	26/CON01/A&O	As soon as possible	Until 11 December 2026 for 130.5 days	Bonn, Germany/ remote

Publication date: 27 March 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 Financial Resources Management Unit (FRMU) issues a large portfolio of budget-related official documents and briefings throughout the year. To ensure reliable delivery, clear formatting and careful checks of tables and figures during peaks and sessions, FRMU requires continuous production and quality-assurance support.

### **Purpose**

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Provide ongoing production, formatting and number-checking support for official budget documents, briefings and session materials, and assist with the operation and enhancement of the budget preparation tool.

The individual contractor reports to the P-4 Team Lead, Programme Budget, Policy and Official Documents (FRMU).

### **Tasks**

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- Prepare and format drafts using the secretariat's official United Nations document templates; ensure metadata, footnotes, cross-references, captions and tables are correct.
- Run structured checks on numbers, totals and references against the latest approved datasets; flag discrepancies and correct them with document owners.
- Maintain a simple production tracker (what is due, who is drafting, status) and share updates with the team.
- Prepare session-ready versions of documents for distribution to delegates and support real-time updates during sessions of the Subsidiary Body for Implementation (SBI).
- Support the enhancement and day-to-day operation of the budget preparation tool: update templates and parameters as instructed, execute basic tests, record issues and fixes, and help prepare short user notes.



- Support the review of project proposals for funding in the trust fund for supplementary activities (TFSA) by checking tables and cost information for completeness and consistency and compiling clear summaries for the P-4 review.
- Assist with reporting on the budgetary implications of new mandates during and after sessions.
- Maintain an orderly filing structure support the posting of public and intranet content, as instructed.

## **Outputs**

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### **Deliverables**

- Session-ready documents and briefings that meet the secretariat's official United Nations document template and editorial requirements.
- A production tracker updated daily during peak periods and weekly otherwise.
- Checked tables and figures with clear notes on sources and dates.
- Session materials prepared and archived immediately after use.

**Detailed deadlines for specific documents will be provided by a detailed work plan as annex of the individual contractor contract**

### **Performance indicators**

- Low rate of editorial rework due to formatting or reference errors.
- No material inconsistencies in numbers across final documents and briefings.
- On-time preparation of session materials and timely, accurate real-time updates during sessions.
- Timely support to budget preparation tool updates, with issues logged and resolved according to guidance.

## **Timeframe**

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Period of assignment: Start date as soon as possible until 11 December 2026

Duration of assignment: 130.5 days

## **Duty station and places of travel**

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Duty station: Bonn, Germany, or remote; availability for extended hours around sessions required.

Expected places of travel: Eventually to assist SBI in Bonn Germany and COP 31 in Antalya Turkey.

## **Requirements**

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- Completed secondary education; additional training in document production is an asset.
- At least six (6) years of relevant experience in document production, formatting and data checks; experience with official United Nations or international-organization documents is an asset.
- Strong Microsoft Word skills (styles, templates, cross-references, tables of contents) and strong Microsoft Excel skills for table checks and simple analyses.
- Excellent attention to detail and the ability to work extended hours around sessions.

### **Languages:**

Fluency in written and oral English is essential. Working knowledge of other UN official languages 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>

**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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