



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

### **Programme Budget Analyst** 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/CON02/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) prepares the biennial programme budget and related official documents for consideration by Parties to the United Nations Framework Convention on Climate Change (UNFCCC). The unit also provides authoritative budget advice across the secretariat. Considering that the 2028–2029 programme budget proposal will be taken up for consideration at the sixty-sixth session of the Subsidiary Body for Implementation (SBI 66) in June 2027, FRMU requires expert support to sustain timely delivery of programme budget outputs, budget-tool work and session materials through the 2026–2027 cycle.

### **Purpose**

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Provide hands-on programme budget, document and budget-tool support so that all budget outputs are delivered on time, in clear language and with accurate figures.

The individual contractor reports to the P-4 Team Lead, Programme Budget, Policy and Official Documents (FRMU). The consultant works closely with divisional budget focal points and with the FRMU data team.

### **Tasks**

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- Prepare, consolidate and quality-assure inputs for the 2028–2029 programme budget and official documents (for example: budget performance report and its addendum; work-programme update; status of contributions update and funding update), following the secretariat's official document templates and editorial requirements.
- Operate and improve the budget preparation tool with information system experts and users: maintain templates, parameters and scenarios; capture and follow up on change requests; coordinate testing, including a mandatory user-testing round in July 2026; prepare short user guidance and release notes.
- Combine and reconcile inputs from divisions; run reasonableness checks; resolve discrepancies with data owners; ensure that tables add up.



- Draft briefings, slides and questions-and-answers for senior management and for co-chairs of budget contact groups; support in-session delivery (June 2026 sessions), including real-time updates to texts and figures as requested by co-chairs.
- Prepare and maintain clearly labeled reference materials that are used repeatedly in official documents and briefings (for example: standard cost tables; status of contributions tables), according to the agreed calendar.
- Review the financial aspects of project proposals for funding in the trust fund for supplementary activities (completeness, consistency with budget frameworks, funding source and internal service-provider charges) and provide concise written advice to the Team Lead.
- Review updates in the budget preparation tool.
- Coordinate with the FRMU data team on required datasets; request them clearly and early; perform completeness and accuracy checks before publication.
- Contribute to notes on budgetary implications during and after the June sessions, in coordination with the Team Lead and divisions.

## **Outputs**

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### **Deliverables and timeline**

- Testing of the enhanced budget tool completed in July 2026.
- Briefing packs and slide decks for the Deputy Executive Secretary and for co-chairs, before each relevant session (June).
- Notes on budgetary implications during and after the June sessions.
- A close-out note summarizing changes to the budget preparation tool and lessons learned.

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

### **Performance indicators**

- Official documents and briefing materials delivered on time and aligned to approved templates and editorial requirements.
- Tables and figures internally consistent and traceable to approved sources; no material corrections after publication.
- Budget-tool testing completed in July 2026 with issues tracked to resolution and communicated to users.

## **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 may be required.  
Expected places of travel: Eventually to assist SBI in Bonn and COP 31 in Antalya Turkey.

## **Requirements**

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- Advanced university degree in public or financial administration, economics, accounting or a related field; a first-level degree with additional qualifying experience may be accepted.
- At least five (5) years of experience in programme budgeting and financial analysis in an international setting, including experience drafting official budget documents and operating budget tools.
- Experience with structured quality checks on official documents and with producing clear, plain-language text.
- Strong Microsoft Word and Microsoft Excel skills; ability to work with figures provided by enterprise teams.

**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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