



Announcement for Consultancy (Individual Contractor)

Individual Contractor – Climate Action Specialist Regional Collaborations Centres Mitigation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 May 2026 23:59 hrs CET	26/CON04/M	As soon as possible	Until 07 December 2026 for 130.5 days	Panama City, Panama / with possibility of flexible working arrangements

Publication date: 06 May 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.

Within the UNFCCC secretariat, the Regional Collaboration Centres (RCCs) is operationally coordinated by the Coordination Regional Collaboration Centers Unit in the Mitigation division. The UN Climate Change RCCs support national climate action through capacity-building, technical assistance, and strategic networking – sourcing know-how and resources to help developing countries participate in addressing climate change.

The RCC Latin America was established in 2013 and is the UN Climate Change and UN Environment Programme regional collaboration centre based in Panama.

Purpose

Under the guidance of the RCC Latin America Regional Lead, the contractor will be responsible for supporting the implementation of the RCC Latin America workplan in the area of Transparency, Means of Implementation and Stakeholder Engagement, particularly in connection with and complementary to the work on NDC and NAP implementation as well as Article 6.

Tasks

The Climate Action Specialist will work under the direct supervision of the RCC Latin America Regional Lead and in full coordination with relevant substantive team at the UNFCCC secretariat in Bonn, Germany. The incumbent is expected to:

1. Technical and Substantive Support

- a) Support the organization of capacity-building and raising awareness activities, particularly in the areas of Transparency, Means of Implementation and Stakeholders engagement, including through collaboration with other UN organisations and key regional stakeholders.
- b) Support the implementation of the Capacity Building for Negotiators initiative (CB4N).



- c) Support the RCC work on NDC, NAP and Article 6 on cross-cutting elements, like reporting under the Enhanced Transparency Framework, mobilization of climate finance, engagement of youth, women, local communities and indigenous people.
- d) Facilitate regular reporting on implemented activities through the RCC M&E system;

2. Regional Engagement and Collaboration

- a) Support regular outreach to National Focal Point and other UNFCCC focal points and facilitate intelligence gathering, assessment and analysis of country gaps and needs, particularly in the areas of Transparency, Means of Implementation and Stakeholders engagement.
- b) Support engagement with UN Resident Coordinator and Development Coordination Offices, UN agencies and other local and regional organizations to build new collaborations and partnerships and opportunities for mobilization of additional financial support for the work of the RCC.

3. Communication Products Support

- a) Contribute to the production of regional analysis and knowledge products in various areas of work, particularly in the areas of Transparency, Means of Implementation and Stakeholders engagement.
- b) Contribute to the production and sharing of knowledge products (e.g. articles, newsletters, social media posts, etc.), including coordination.
- c) Liaise with the office in Bonn for the support of social media posts, press releases, reports and other articles.

Outputs

Output	Date	Performance indicators
Support the regular update of RCC database and M&E system tracking table	Monthly	Database and table are duly updated
Convene and engage with partners and agencies in the region to foster deeper discussions and enhance the participation of the private sector engagement Youth, Women, and other stakeholders in the regional and national climate agendas	Monthly	Quality of support.
Provide support in creating communication pieces for events, social media, newsletters and other RCC's media outlets.	Ongoing	Communication products are produced with quality and timely.
Provide logistical and technical support in the delivery of regional events and other relevant missions.	Ongoing	RCC Latin America events are organized successfully
Support the implementation of the 2026 RCC workplan in the areas of Transparency, Means of Implementation, Stakeholder Engagement, and CB4N	Ongoing	Relevant workplan activities are implemented timely and with quality



Timeframe

This consultancy is expected to start as soon as possible thereafter and end by 07 December 2026, for a planned total of 130 working days with possibility of renewal.

Duty station

The contractor will work on-site at the RCC Latin America office and remotely from his/her place of living when needed. The possibility of attending missions in the region is expected, and costs will be covered separately.

Requirements

Required:

Educational Background

Advanced university degree (Master's degree or equivalent) in Environmental Sciences, Economy, Climate Change, Natural resources, project management, or in a related discipline.

A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

At least five (5) years relevant professional working experience on sustainability, climate change, economy, environmental sciences or fields related to climate change, environment or sustainable development, and knowledge and working experience in the field of addressing climate change are essential.

Experience from supporting previous UN agencies is an asset.

Language skills

Fluency in written and spoken English and Spanish is essential. Working knowledge of another UN language is an asset.

Specific professional knowledge and skills

Required: Excellent writing, editing and communication skills.

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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