

## **Terms of Reference for local GCF Expert**

### **Introduction:**

The Austrian Development Agency (ADA) is a limited liability, non-profit company founded in 2004 and owned by the Federal Government of Austria. ADA acts as the operational unit of the Austrian Development Cooperation (ADC). The Austrian Federal Act on Development Cooperation of the year 2002 in its amendment of 2003 constitutes the primary legal framework for ADA and its operations.

The Republic of Moldova (hereinafter Moldova) has been a priority country of ADC since 2004. Austria's cooperation with the country is based on the Agreement between the Government of the Republic of Austria and the Government of the Republic of Moldova on Development Cooperation of 2008 and the Strategic Framework of the European Union (EU).

From 2021 Austria is implementing a new Framework Strategy (FS) with the EU Eastern Partnership Partners Countries (Armenia, Georgia and Moldova), until 2024.

The new FS supports projects and programmes in the following two focus areas:

1. Sustainable rural development, with a particular focus on water management, environmental protection and climate change adaptation and mitigation,
2. Equal opportunities in labour market inclusion.

Further background information and documents regarding ADC's engagement in Moldova are available on our homepage <https://www.entwicklung.at/en/> .

Since October 2018, ADA has been accredited at the Green Climate Fund (GCF) as an International Accredited Entity for small-scale (up to 50 Mio. USD) and medium environmental/social risk projects.

ADA supports the Ministry of Environment, acting as the GCF National Designated Authority (NDA) in Moldova, with the development of a GCF project proposal on ecosystem-based adaptation in the Southern regions of Moldova. After having submitted the Concept Note to the GCF, MoEnv and ADA intend to move forward with further developing the project.

To support the Austrian Coordination Office in Chisinau and the NDA in the further development of the GCF project application, ADA is looking for suitable candidates for position as GCF Expert.

### **Main Tasks and Responsibilities:**

The local GCF Expert under the supervision of the Head of the coordination office and in close cooperation with the GCF Advisor at ADA Head Office (HO) and the NDA will be tasked with:

- Supporting further development and finalization of the GCF Concept Note, based on the existing stocktaking and scoping studies.
- Supporting the development of the full proposal to the GCF including any necessary assessments and studies needed.
- Ensuring close cooperation, coordination and support the NDA.

**Description of main duties and responsibilities:**

- Coordinate the process for development and revision of the GCF Concept Note in close cooperation with the NDA, GCF Advisor at ADA HO and other counterparts.
- Once the Concept Note has been accepted by the GCF, coordinate under the lead of the GCF Advisor in ADA HQ, the process for developing a full proposal in close cooperation with NDA and counterparts.
- Manage the development of pre-implementation draft environmental and social safeguards and gender mainstreaming.
- Act as a first point of contact for any enquiries about GCF at the Austrian Coordination Office (CO) Chisinau, serving as the interface between ADA CO Chisinau, ADA HO, contracted international consultants and NDA.
- Liaise with the relevant experts in Government, NGOs, CSOs, Local Public Authorities, Private Sector, Development Partners to obtain critical input, including expert advice, information from relevant documents that can feed into the preparation of a feasibility assessments, concept design and proposal development and respective follow up.
- Contribute to preparation and implementation of consultation processes and ensure full and inclusive stakeholder engagement throughout the process.
- Plan tasks related to the development of the GCF project, both internal to ADA, preparation of workshops, preparation of strategic partnerships, travel and publications, and external, such as providing logistic and communication support to the NDA for developing the project.
- Manage/support the drafting terms of reference, selection, contracting, and supervision of contracted procurements of services and service contracts.
- In a collaborative approach that emphasizes mutual learning and exchange, closely collaborate with the operational units at the ADA HO as well as in the country, providing guidance, expertise, and support in thematic knowledge management.
- Coordinate and support strategic reporting, e.g. to the ADA HO, about GCF project and support senior management decisions related to sector developments.
- Assure effective information management, documentation, and promotion of ADC visibility.
- Perform other duties that fall within the competency and responsibility of the position.

**Specific duties:**

The selected candidate will have to ensure as well the mainstreaming of gender equality, human rights, social inclusion, social and environmental (inclusive climate action) standards and safeguards in all the work he/she is advising and working on.

**Duration of the assignment:**

This is a temporary full-time assignment opportunity not to exceed one year, may be extended up to 1 year, but not later than 31 May 2026.

*Note: During the assignment, the possibility of a new contract, beyond 31 May 2026, with a possibility to work in the Project Implementation Unit (PIU), will be assessed.*

**Coordination and reporting lines:**

Administratively the GCF Expert will be hired by ADA and will report to the Head of Coordination Office (CO) Chisinau.

On a day-to-day basis, he/she will closely work with the Programme Manager Water and Environment in the ADA CO Chisinau, as well as with the programme managers and advisors in the related departments in the ADA HO in Vienna.

The workplace of the local GCF Expert will be in ADA CO Chisinau. The willingness to travel frequently on official business within the Republic of Moldova, especially to the pre-identified southern regions, is a prerequisite.

### **Requirements:**

*Core values:* Integrity; professionalism; compliance with gender equality and human rights, respect for diversity and environment; good interpersonal, tact, diplomacy and communication skills.

*Core competencies:* Results orientation and accountability; planning and organizing; excellent self-organisation and independent working skills, excellent skills in writing analyses and reports, communication and trust; team orientation; flexibility and conflict management; organizational development and innovation.

### **Education:**

- The candidate should possess at least an advanced degree (Masters or higher) in environmental sciences, project management, international development, with specific academic or professional background related to climate change adaptation, agriculture, forestry, or other closely related fields.

### **Qualifications and skills:**

- At least 5 years relevant professional experience with project/programme management and practical international experience in climate change and/or consultancy work,
- Demonstrate previous success in development and approval of multilateral funded projects (Adaptation Fund, Global Environment Facility and Green Climate Fund). Experience with the GCF is preferred,
- Good understanding of the operations of international donor agencies and familiarity with Green Climate Fund (GCF) policies, templates, requirements for climate financing,
- Languages: Proficiency in English with excellent report writing skills. Romanian (native speaker level). Knowledge of Russian is a desired asset,
- Excellent communication and networking as well as facilitation skills, especially with high-level government representatives,
- Excellent organizational, time-management and interpersonal skills,
- Strong analytic skills and problem solution-oriented capabilities,
- Ability to work in an independent manner and organise workflow efficiently,
- Proficiency in MS Office, experience using spreadsheets.

### **To apply:**

- Please submit to [chisinau.application@ada.gv.at](mailto:chisinau.application@ada.gv.at) the following:
1. Cover / motivation letter in English, including salary expectations;
  2. Curriculum vitae in English;
  3. Names, contact details and working relationship of three professional references (at least one referee should have been your direct supervisor)
  4. Confirmation of availability from 1 July 2024 at the latest

- Please include “Local GCF Expert” in the subject line
- Deadline: until 7 April 2024 EOD
- Contract duration: 12 months with possible extension up to 1 year, but not later than 31 May 2026
- Tentative start of contract: 3 June 2024 or latest 1 July 2024

**To note:**

- Delayed and incomplete applications will not be accepted.
- Only short-listed candidates will be contacted and invited to the next stage of recruitment.
- ADA CO Chisinau retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.