



JOB PROFILE

I. Post Information

Job Title: Climate Resilience Officer
Supervisor Title/ Level: Education & Skills
Development Specialist- NOC
Organizational Unit: Male' Maldives
Post Location: Maldives

Job Level: Level 2 (Temporary Appointment,
NOB)
Job Profile No.:
Job Classification Level: Level 2

II. Strategic office context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life in its social, political, economic, civic and cultural dimensions her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens addressing inequity not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context :

Maldives is home to some 557,000 people. The majority of the population is spread across the 184 inhabited islands. Nearly 150,000 live in the greater Male' area, including Male' City the capital. Male' City one of the most densely populated cities in the world. Maldives is the lowest and flattest country in the world, with high levels of vulnerability to natural hazards and climate change. Given the country's SIDS (Small Island Developing State) profile, Maldives is highly vulnerable to coastal flooding, storm surges and tsunamis.

Climate change hampers the enjoyment of all rights entitled to children and adolescents and impede the progress of Sustainable Development Goals (SDGs) in the Maldives. Thus far, commitments made by governments, the private sector and other partners alone are not sufficient to address the challenges posed by a changing climate on our lives. Young people who have the biggest stake in a sustainable future have a major role to play in leading climate action and environmental sustainability. However, a UNICEF survey report¹ revealed that young people in the region feel inadequately equipped to meaningfully contribute to addressing climate change.

The UNICEF Maldives Country Office (MCO) undertakes strategic, high-level advocacy to advance results for all children in the Maldives, with a particular focus on the most vulnerable.

¹ [Rising to the Challenge: Youth's Perspectives on Climate Change and Education in South Asia](#)

Under the current five-year country programme (2022–2026), UNICEF introduced climate change resilience programming and a dedicated output on Environment and Climate Response. This includes engaging adolescents and young people through the integration of climate action into education and skills development, as well as policy advocacy and resource mobilization. In 2026, the programme places even stronger emphasis on mobilizing climate finance to support these priorities.

This Temporary Appointment will accelerate the rollout of climate-resilient education programming in the Maldives. The role will focus on expanding UNICEF's Climate-Resilient Education Portfolio, mobilizing climate finance through mechanisms such as the GCF, GEF, and Adaptation Fund, and supporting the Government particularly the National Designated Authority in developing high-quality climate finance proposals. The TA will also strengthen collaboration with the UNICEF Centre of Excellence and contribute to enhanced evidence generation, policy guidance, and programming for climate-resilient education at both national and subnational levels.

III. Key functions, accountabilities and related duties/tasks:

Under the guidance of the Education and Skills Development Specialist, the Climate Resilient National Officer will be responsible for the following key functions/accountabilities:

A. Programme development and mainstreaming of climate change and environmental issues across UNICEF Country Programme

- Manage day-to-day coordination of the Climate-Resilient Education Portfolio, ensuring timely implementation of planned activities.
- Support development, monitoring, and reporting of project work plans, budgets, and results frameworks.
- Facilitate coordination between UNICEF, the Ministry of Education, the NDA, the Ministry of Environment, Climate Change and Technology (or relevant institutions), and other stakeholders.
- Ensure alignment of project activities with national climate strategies, NAPs, NDCs, and education sector priorities.
- Provide technical input on DRR/DRM integration, and climate-adaptive education policies and systems.
- Contribute to evidence generation, assessments, tools, and guidelines led by UNICEF or partners.
- Facilitate technical exchanges and collaboration with the UNICEF Centre of Excellence and other UNICEF country offices.

B. Climate Finance Mobilization through the Green Climate Fund (GCF)

1. End-to-End Management of GCF Project Development.

- Lead the drafting and iterative refinement of the Project Note (PN) in UNICEF's project note template, ensuring country ownership, national policy alignment, and UNICEF's requirements, in coordination with Climate Resilience COE and government counterparts.
- Develop and maintain a roadmap and critical path at each stage from initial project scoping to PN presentation to the GCF, Concept Note stage, PPF request stage (if applicable), Funding Proposal stage (including all relevant annexes) and GCF appraisal period.
- Oversee the preparation and submission of a PN at the early concept stage (Stage 1), embed UNICEF internal QA screening and feedback, finalisation of the PN and

presentation of the project idea to the GCF as a decision gate to move ahead, before concept note development.

- Oversee the preparation and submission of a CN (Stage 2), embed UNICEF's early screening and feedback, CN, embed UNICEF internal QA screening and feedback, and prepare CN annexes (pre-feasibility study, map of project location, evidence of NDA support, etc.), draft co-financing plan and full proposal development plan and resource needs.
- Oversee the preparation and submission of an FP and relevant annexes (Stage 3), embed UNICEF's early screening and feedback, and embed UNICEF internal QA screening and feedback.
- Manage and oversee the work of consultants and institutions in the drafting of relevant project documents (CN, FP, associated annexes) and assessments or studies (feasibility studies, economic and financial analysis), ensuring clear TORs, delivery timelines, and quality assurance of the outputs.
- Ensure the project documents and submissions are in adherence with the latest GCF templates (PAP/SAP), strictly following guidelines and word limits, ensuring consistency across sections (context, barriers, climate rationale, TOC, intervention, financial structure, log frame, risks, and MEL framework).
- Manage the project development budget (consultants, studies, workshops), including procurement processes and financial tracking.
- Serve as primary escalation point for project development bottlenecks: Identify, escalate and propose mitigation for strategic, technical, fiduciary or reputational risks that may jeopardise submission timelines or Board approval.

2. Quality assurance and compliance with UNICEF's and GCF's requirements

- Lead the internal quality assurance of project notes, CN, PPF, FP and relevant annexes to ensure alignment with GCF investment criteria and UNICEF standards (eg: climate impact, paradigm shift, co-benefits, needs of beneficiaries, country ownership, and efficiency/effectiveness, etc), coordinating approvals from CO, government and CoE as well as other HQ divisions (OSE, DFAM, Legal).
- Lead the internal and external review cycles of CN, PPF, FP and relevant annexes for submission to GCF. This includes rapid consolidation and tracking responses to comments and feedback, ensuring timely delivery of re-submission files and anticipating subsequent reviews, and ensuring both UNICEF's comments and GCF's secretariat feedback are well addressed.
- Ensure robustness of the theory of change, log frame/Integrated Results Management Framework (IRMF) indicators, risk register, procurement plan, and co-financing confirmations, verifying consistency between narrative, budget, and results.
- Ensure all technical studies (eg: feasibility studies, economic and financial analysis, etc), gender analysis, safeguards documentation, and cost-benefit/viability assessments linked to the proposed financial structure meet GCF expectations and are fit-for-purpose.
- Ensure timely response during GCF Secretariat review, iTAP appraisal and pre-Board phase, including preparation of response matrices, re-submission material, NDA and CoE briefing notes and other engagement materials.
- Anticipate and mitigate potential iTAP and Board-level concerns (climate rationale, paradigm shift, financial viability, ESS risk exposure, implementation readiness).
- Ensure alignment of the proposal with UNICEF's accreditation scope (fiduciary and ESS category, etc.)
- Work closely with OSE's ESS and CoE Gender teams to ensure early ESS risk screening and appropriate categorisation (B/C/I-2), including preparation of appropriate ESS annexe, stakeholder engagement plans, Indigenous Peoples Plans (if applicable), Gender Assessment and Gender Action Plan, and Grievance Redress Mechanism alignment.
- Work closely with relevant HQ counterparts to ensure compliance with integrity standards, anti-money laundering (AML/CFT), PSEA, child safeguarding and accountability to affected populations (AAP) requirements.

3. In-country coordination and stakeholder engagement

- Develop and lead a structured coordination process with the NDA, line ministries, and partners to ensure country ownership, alignment with national strategies (e.g., NDC, NAP, national climate, environment and energy policies, etc) and timely issuance of the No-Objection Letter (NOL) as per GCF procedures.
- Oversee assessment of proposed Executing Entities and implementing partners, including fiduciary capacity, procurement systems, safeguards readiness and implementation risk. Structure implementation arrangements to minimise start-up delays post-approval.
- Prepare the Climate Resilience CoE to position the project within the broader GCF portfolio balance (geographic, thematic, adaptation/mitigation split) to enhance competitiveness and strategic fit.
- Convene and facilitate multi-stakeholder write shops/consultations/workshops bringing together stakeholders (but not limited to government, civil society, academia, private sector, children and young people, community representatives) to inform the project's climate rationale, theory of change, and safeguards approach, and incorporate stakeholders feedback to inform the project design.
- Maintain regular dialogue with NDA, partners, CO leadership and CoE to synchronise country inputs during decision gates, missions to or from GCF, and submission schedules.
- Lead discussions on financial structuring, identify co-financiers, develop co-financing plan and ensure timely submission of co-financing letters in appropriate GCF template.

4. Internal UNICEF coordination, knowledge management and timely reporting.

- Serve as the UNICEF's in-country project coordination lead for the particular GCF project development, ensuring regular and timely coordination with Climate CoE and other HQ divisions (relevant sectoral CoE, OSE, etc.) to complete internal quality reviews and sign-offs prior to submission.
- Coordinate inputs across the Country Office teams and sectors (Programme Sections, Supply/Procurement, Finance, Legal, Partnerships, Operations) during the development of the project to incorporate sector expertise and child-centred design across the package.
- Schedule regular meetings (quarterly or as needed) bringing together the CO team, Climate COE and relevant UNICEF's focal points to update and brief about the GCF project development process.
- Maintain a document repository in UNICEF's SharePoint (version control, decisions log, review trackers) and provide periodic progress reports and risk/issue escalations to UNICEF (Representative, COE levels) and the NDA.
- Develop a post-approval readiness plan (implementation start-up roadmap, recruitment, procurement sequencing, advance actions).
- Document learnings (what worked and did not work), challenges and bottlenecks, and innovative approaches to guide future GCF project development.

C. Reporting & Documentation

- Prepare technical briefs, updates, donor reports related to the climate change program and document lessons learned.
- Contribute to the preparation of annual and quarterly progress reports for UNICEF on Climate Resilient Education
- Ensure proper documentation of processes, consultations, studies, and outputs produced under the portfolio.

IV. Impact of Results

1. Increased Climate Financing for Climate Resilient Education and long-term sustainability for climate action in education.
2. Strengthened Government Capacity, national ownership and Leadership for climate adaptation.
3. More resilient and prepared education system.
4. Improved cross-sector coordination.
5. Accelerate implementation of climate-resilient education initiatives
6. Enhanced knowledge and evidence base.

V. Competencies and level of proficiency required

<u>Core Values attributes</u>	Core competencies skills
<ul style="list-style-type: none">• Care• Respect• Integrity• Trust• Accountability• Sustainability	<ul style="list-style-type: none">• Demonstrates Self Awareness and Ethical Awareness (1)• Works Collaboratively with others (1)• Builds and Maintains Partnerships (1)• Innovates and Embraces Change (1)• Thinks and Acts Strategically (1)• Drives to achieve impactful results (1)• Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields: environment, climate science, social and economic development, sustainable environment management, climate and engineering, biodiversity conservation and management, marine sciences, or another relevant technical field. A post-graduate degree on the same fields is considered an asset.
Experience:	At least two years of professional experience in one or more of the following areas is required: program/project development and implementation on areas related to climate action, climate change adaptation and mitigation, environment, marine biology, or socio-economic development. Field work experience is considered as an asset. Relevant experience in a UN system agency or international development organization is considered as an asset.
Language Requirements:	Fluency in English and Dhivehi