

<b>JOB TITLE</b> GCF Proposal Development Coordinator	
<b>REPORTING TO</b> Deputy Director Climate Change	<b>LOCATION</b> Home based
<b>REPORTING TO POSITION</b> Deputy Director Climate Change	<b>BUDGET</b> TBC
<b>CHILD SAFEGUARDING</b> As part of these responsibilities consultant will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the SCA Child Safeguarding Policy and Code of Conduct.	
<b>INTRODUCTION</b> Save the Children Australia (SCA) works with the Save the Children global movement to expand climate change action and drive a strategy for impact for the world's most climate vulnerable children. Through its accreditation to the Green Climate Fund (GCF), SCA has developed a large portfolio of Locally Led Adaptation and climate change and health and education projects.  The education sector is increasingly exposed to climate risks driven by climate hazards. The changing climate is already threatening children's right to quality, safe, and inclusive education. Climate change threatens to make it harder for children to complete their education without disruption and remain safe and protected. The role of the education sector in climate action has so far been overlooked, with minimal climate finance flowing to increase the sector's resilience. In response to this SCA intends to develop two climate and education projects, in Iraq and Papua New Guinea (PNG), building on our recently approved Building Resilience of Children and Communities through the Education Sector (BRACE) project.	
<b>ROLE</b> This role will coordinate the development of high quality GCF concept notes for these two programmes, working with country offices (CO's), the Climate Change Division (CCD) and Pacific (for PNG) and Global (for Iraq) teams. The key accountabilities include: <ul style="list-style-type: none"> <li>• Manage concept note development in accordance with GCF requirements and SCA best practice including costing processes</li> <li>• Support country offices in stakeholder consultation and management to ensure alignment with government priorities and identify strategic implementing partners and co-financers.</li> <li>• Proposal writing</li> </ul> Depending on performance and the approval of the concept notes by GCF, the position may be extended using project preparation facility funding to coordinate development of full funding proposals.	
<b>MAIN RESPONSIBILITIES</b> The position is expected to coordinate the development of GCF concept notes for climate and education proposals in Iraq and PNG, aligned with national strategies and priorities, compliant with GCF requirements, and building on SCA technical frameworks in climate and education.	
<b>Proposal development</b> <ul style="list-style-type: none"> <li>• Manage and oversee concept note development for climate and education projects in Iraq and PNG. This includes writing and editing, coordinating with CCD, Pacific, Global and country offices technical, and finance teams and overseeing costing.</li> <li>• Ensure application of consistent technical framework informed by Climate Smart Education Systems Initiative (CSESI) and BRACE, as well as GCF requirements.</li> <li>• Ensure all Business Development processes as listed in the Program Implementation Manual are followed.</li> <li>• Proactively guide and support Programme Development &amp; Quality and Technical Expert teams where necessary to rigorously assess the strengths and weaknesses of potential strategic partnerships for programme development and implementation.</li> </ul>	
<b>Relationship Management</b> <ul style="list-style-type: none"> <li>• Ensure teams have best practice approach and system to planning and undertaking stakeholder engagement.</li> <li>• Support the relevant country offices' Country Director, PDQ Director, and technical teams to build strong relationships with National Designated Authorities, Executing Entities, Implementing Entities, Direct Access Entities (current or potential) and potential co-financers.</li> <li>• Provide GCF compliance advice to country offices.</li> <li>• Collaborate and coordinate with the account group to explore cofinance opportunities.</li> </ul>	

**Capability Strengthening**

- In collaboration with CCD, support country offices' TE, Finance, PDQ staff with capacity building around GCF programme management cycle and compliance requirements.
- Establish continuous learning efforts including facilitating after action reviews and providing presentations/web events in order to implement best practices and learn from process so future BD efforts are improved.

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**CORE DELIVERABLES**

Outputs/Deliverables for Project	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. 2 x Climate and Education Concept Notes in GCF format including required annexes for Iraq and Papua New Guinea																

**QUALIFICATIONS & EXPERIENCE**
**Essential**

- 10+ years demonstrated experience in developing concept note/funding proposals for international aid and development projects. Experience with SC and/or GCF highly desirable.
- Experience of working internationally in the aid and development sector, ideally on education or climate change projects.
- Desirable to have subject matter expertise in Save the Children's Donor Partnerships, Award Management and/or NBD / fundraising processes, protocols and best practices.
- Substantial Institutional/fundraising and or award management experience, including working within a complex matrixed organisation (including the Save the Children movement).
- Experience in solving complex issues through analysis, collaboration and ensuring buy-in.
- Proven capacity to support and coach staff, ultimately building their capabilities and competencies (incl. remotely)
- Excellent business partnering, communication and relationship building skills.
- Demonstrated ability to develop and manage productive relationships with SC CO's and senior staff.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Ability to work under pressure and meet tight deadlines with strong attention to detail.
- Clear interpersonal, written and oral communication skills in English
- Ability to work independently and use initiative.
- Team player, with a full appreciation of the value of collaboration.
- Commitment to the mission, vision and values of Save the Children.

**Desirable**

- Experience of working in / across other areas of SC's operations and / or functions
- Experience of being involved in the implementation of a new / changed business processes and ways of working or transformation processes.
- Experience of developing Green Climate Fund concept notes or funding proposals.
- Tertiary level qualification in international development, social sciences, climate change or education

**GOVERNANCE**

The consultant will provide a weekly progress update to the SCA GCF proposal development team including CCD and Pacific/Global.

**Activity**

Build CO awareness of process, compliance needs and technical and operational frameworks for GCF project development, approval and implementation, drawing in expertise from CCD.
Support consultation with key stakeholders in Iraq and PNG through including coordination of design workshop(s)
Write draft concept note and annexes with input from Iraq and PNG CO's and SCA CCD, Pacific and Global teams.
Respond to comments from SCA and GCF review processes to finalise concept notes and required annexes
Capture lessons learnt from the process to inform internal concept note guidance

#### **WORKING CONDITIONS**

The role is home based in a time zone that facilitates working with Iraq and Papua New Guinea as well as the Climate Change Division in Australia and UK. Travel to Iraq and/or Papua New Guinea may be required.

**Date:** Applications must be received by midnight on 14<sup>th</sup> September. Applications will be reviewed on a rolling basis so please apply early. The consultancy is to start 1<sup>st</sup> October.