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Job Listing:Call for Individual Consultant Roster: Copyediting and Formatting/Layout of IEU Publications (3430)

Requisition ID 3430 - Posted 09/15/2026 - Consultant

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Job Listing Detail

The mission of the Green Climate Fund (GCF) is to assist developing countries in responding to climate change while bringing prosperity to their peoples.

The Green Climate Fund (GCF) is a multilateral fund established to make significant, ambitious contributions to global efforts to combat climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF aims to promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to climate change while accounting for their needs and supporting those that are particularly vulnerable to the adverse effects of climate change. The GCF is governed by a Board composed of an equal number of members from developed and developing countries.

Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions that reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change. Since its establishment, the GCF has mobilized 10.3 billion USD, accredited 54 entities to channel its resources and approved 74 funding proposals. In addition, it has built up an extensive program to support developing countries in identifying their needs, in particular those who are most vulnerable to climate change impacts.

The Independent Evaluation Unit (IEU) of the GCF informs the decision-making by the Board, conducts periodic independent evaluations of GCF performance, and provides evaluation reports to the Conference of the Parties to the UNFCCC. It has dual learning and accountability functions within the GCF.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff makes unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment. We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast-moving, dynamic environment.

DESCRIPTION

The Uptake and Engagement team of the IEU is seeking to establish a **roster** of qualified and experienced individual external consultants for **two (2) expert categories: copyediting and formatting/layout** of IEU publications. Selected individuals will be contacted by the IEU for assignments when needs arise, and roster participation will be regularly reviewed and monitored.

ROSTER STRUCTURE AND LEVEL CLASSIFICATION

This call seeks to establish a roster of individual consultants for **two (2) expert categories: copyediting and formatting/layout of IEU publications**. Candidates may apply for the Copyediting category, the Formatting/Layout category, or both categories. Candidates applying for both categories must clearly indicate this in their application and demonstrate relevant qualifications and experience for each category.

Candidates are not required to apply separately for Level B or Level C. The GCF/IEU will determine the appropriate consultant level based on the qualifications, years of experience, and evidence demonstrated during the assessment process. Candidates may indicate in their cover letter the level they consider most aligned with their profile; however, final classification will be determined by the GCF/IEU.

Shortlisted candidates may be invited to provide work samples and/or complete assessments relevant to the category for which they applied. Candidates shortlisted for both categories will be required to provide evidence and/or complete assessments for each category separately.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head of the IEU and the Evaluation Uptake Specialist, the roster consultants will contribute to the following.

A. Expert Category 1: Copyediting

- Provide high-quality copyediting and proofreading services for IEU publications, including evaluation reports, summaries, briefs, learning papers, and related knowledge products.
- Review manuscripts for clarity, consistency, grammar, spelling, punctuation, capitalization, tone, and sentence structure.
- Apply IEU editorial guidelines, style guides, and applicable referencing requirements to support publication-ready manuscripts.
- Coordinate with the responsible IEU staff member or Evaluation Uptake Specialist, report progress during the assignment, and raise questions or issues in a timely manner.
- Check consistency of UNFCCC/GCF terminology, abbreviations, acronyms, country names, place names, footnotes, citations, and cross-references.
- Identify and flag potential issues relating to references, citations, source use, copyright, or plagiarism for IEU attention, where such issues are apparent during the assignment.
- Use MS Word review functions, including Track Changes and comments, and other agreed tools required for the assignment.
- Submit edited manuscripts in MS Word with tracked changes and clear comments or notes for the IEU team and, where applicable, the roster formatting/layout experts.

1) Copyediting — Level B qualifications

Essential qualifications — minimum requirements:

- An advanced degree (Master's or equivalent) in literature, journalism, communications, publishing, English language studies, or a related field; or a first-level university degree in the same field combined with an **additional four years of relevant experience**.
- At least three (3) years of professional experience in copyediting, proofreading, and editing reports, publications, technical documents, and manuscripts in English.

- Demonstrated experience applying editorial style guides and quality assurance processes.
- Proficiency in MS Word, including Track Changes, comments, and document review tools.
- Ability to deliver quality work within tight deadlines and collaborate remotely with diverse stakeholders.

Desired qualifications — added advantages:

- Familiarity with independent evaluation functions within international organisations or multilateral development banks.
- Prior exposure to UNFCCC processes or the international climate finance architecture.

2) Copyediting — Level C qualifications

Essential qualifications — minimum requirements:

- An advanced degree (Master's or equivalent) in literature, journalism, communications, publishing, English language studies, or a related field.
- At least seven (7) years of professional experience in copyediting, proofreading, and editing reports, publications, technical documents, and manuscripts in English.
- Demonstrated experience copyediting complex technical, policy, evaluation, research, or development-related publications.
- Strong knowledge of editorial standards, referencing systems, publication workflows, and quality assurance processes.
- Previous experience providing copyediting services to international organizations, multilateral development banks, UN agencies, research institutions, or similar organizations.
- Ability to provide editorial advice and identify substantive consistency, formatting, citation, and publication-quality issues.

Desired qualifications — added advantages

- Familiarity with independent evaluation functions within international organisations or multilateral development banks.
- Prior exposure to UNFCCC processes or the international climate finance architecture.
- Ability to read and communicate in one or more other major languages, such as French, Spanish, Russian, Chinese, or Arabic.

B. Expert Category 2: Formatting/Layout

- Provide high-quality layout, formatting, and publication production services for IEU publications, including evaluation reports, summaries, briefs, infographics, learning papers, and related knowledge products.
- Prepare polished, consistent, and publication-ready layouts in line with agreed IEU templates, branding, and assignment requirements.
- Format manuscripts using IEU standard templates and ensure consistency of headings, tables, figures, captions, page elements, references, and other publication components.
- Suggest practical improvements to existing IEU templates and, when requested, support the development of new report, presentation, or publication templates.
- Develop or adapt graphics, figures, tables, infographics, and other visuals for IEU publications and knowledge products, subject to assignment needs and applicable source, branding, and rights requirements.
- Apply IEU editorial guidelines, style guides, template requirements, and applicable referencing requirements in the layout and formatting of manuscripts.
- Coordinate with the responsible IEU staff member or Evaluation Uptake Specialist, report progress during the assignment, and raise questions or issues in a timely manner.
- Identify and flag apparent issues relating to references, citations, captions, source files, visuals, or formatting that may require IEU attention before publication.
- Use industry-standard design, layout, and publication tools required for the assignment, which may include Adobe Creative Suite, MS Office, Canva, or equivalent software.
- Deliver detailed and timely work within agreed deadlines while coordinating with IEU evaluation teams, workstreams, copyeditors, and other relevant contributors.

- Support the finalization of IEU reports and papers for digital and print publication, in coordination with the IEU Uptake and Engagement team and, where applicable, roster copy editors.

1) Formatting/Layout — Level B qualifications

Essential qualifications — minimum requirements:

- An advanced degree (Master's or equivalent) in graphic design, communications, marketing, branding, multimedia design, digital media, or a related field; or a first-level university degree in the same field combined with **an additional four (4) years of relevant experience**.
- At least three (3) years of professional experience in document formatting, publication layout, graphic design, or digital and print production.
- Demonstrated proficiency in Adobe Creative Suite, MS Office, Canva, or equivalent design and layout software.
- Experience producing professional reports, presentations, publications, infographics, or communication products.
- Ability to work under tight deadlines and collaborate remotely with multiple stakeholders.

Desired qualifications — added advantages:

- Familiarity with independent evaluation functions within international organisations or multilateral development banks.
- Prior exposure to UNFCCC processes or the international climate finance architecture.

2) Formatting/Layout — Level C qualifications

Essential qualifications — minimum requirements:

- An advanced degree (Master's or equivalent) in graphic design, communications, marketing, branding, multimedia design, digital media, or a related field.
- At least seven (7) years of professional experience in document formatting and layout, digital and print graphic design, branding, website, digital media, online print publication design, and publication design.
- Demonstrated experience formatting and designing complex publications, evaluation reports, flagship reports, policy documents, or knowledge products.
- Advanced proficiency in Adobe Creative Suite and other professional design, layout, and publishing software.
- Previous experience providing design, layout, or publication services to international organizations, multilateral development banks, UN agencies, research institutions, or similar organizations.

Desired qualifications — added advantages:

- Familiarity with independent evaluation functions within international organisations or multilateral development banks.
- Prior exposure to UNFCCC processes or the international climate finance architecture.
- Ability to read and communicate in one or more other major languages, such as French, Spanish, Russian, Chinese, or Arabic.
- Ability to provide strategic advice on publication design standards, templates, branding, and visual communication.
- Proven ability to develop innovative visual solutions and translate complex technical content into accessible and visually engaging products.

APPLICATION REQUIREMENTS AND SELECTION PROCESS:

Applicants must clearly indicate in their application whether they are applying for:

- The Copyediting category;
- The Formatting/Layout category; or
- Both categories.

Candidates applying for both expert categories must clearly indicate this in their application and demonstrate that they meet the qualifications and experience requirements for each category.

Candidates are not required to apply separately for Level B or Level C. GCF/IEU will determine the appropriate level based on the qualifications, years of experience, and evidence demonstrated during the assessment process. Candidates may indicate in their cover letter the level they consider most aligned with their profile; however, final classification will be determined by GCF/IEU.

During the assessment process, shortlisted candidates may be invited to provide work samples and/or complete a short assessment relevant to the expert category for which they applied.

- For the Copyediting category, shortlisted candidates may be asked to provide a publication, report, manuscript, or similar document that they have copyedited prior to publication, or to complete a short copyediting assessment.
- For the Formatting/Layout category, shortlisted candidates may be asked to provide a publication, report, design product, or similar document that they have formatted and/or designed prior to publication, or to complete a short formatting/layout assessment.

For each work sample submitted, shortlisted candidates must clearly describe their specific role, contribution, and scope of work. Candidates should submit only samples that they are authorized to share; redacted samples, public links, or extracts may be provided where appropriate. Candidates shortlisted applying for both expert categories should be prepared may be required require to provide separate evidence and/or complete separate assessments for each category.

Work samples must be original. If any part of a submitted work sample was prepared with the assistance of AI tools, candidates must disclose the nature and extent of such use.

If a submitted work sample was prepared with the assistance of AI tools, candidates must disclose the nature and extent of such use, where applicable. AI-assisted preparation does not automatically disqualify a sample; however, candidates remain responsible for the accuracy, quality, originality, and integrity of the work submitted.

SELECTION PROCESS

Applications will first be reviewed against the qualifications and the required experience as set out in this announcement.

Shortlisted candidates may be invited to participate in additional assessment stages, which may include a short copyediting or formatting/layout assignment, an interview, or both. Candidates shortlisted for both expert categories should be prepared to provide evidence and/or complete assessments for each category separately.

For the interview-stage assessment, shortlisted candidates may be asked to come to the interview with a work sample as stated above, and the selection panel will ask a few questions about the work sample presented.

Successful candidates who meet the minimum required standards may be included in the relevant roster(s) for future assignments on an as-needed basis.

The application closing date is **Monday, 28 September 2026, 23:59 hours Korea Standard Time (KST)**. Applications submitted after the deadline will not be considered.

The GCF aims to attract candidates from diverse backgrounds and nationalities. We strongly encourage applications from women and nationals of developing countries.

Successful candidates who meet the minimum required standards will be included in the relevant roster(s) for future assignments on an as-needed basis.

The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among shortlisted candidates will also take into account performance at interview, appropriate testing, and references.

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GCF job application portal

Due 11:59 PM KST on Monday, 28 September 2026

<https://jobs.consultant.greenclimate.fund/job/Remote-%28Remote%29-Call-for-Individual-Consultant-Roster-Copyediting-and-FormattingLayout-of-IEU-Publications/1437063133/>