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Evaluation Communications and Uptake Consultant

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Date: Nov 3, 2026

Location: Incheon, South Korea (ICN), KR

Company: Green Climate Fund

1. BACKGROUND:

The Green Climate Fund (GCF or the Fund) is the world's largest dedicated multilateral climate fund, supporting developing countries in advancing low-emission and climate-resilient development pathways. GCF invests in impactful, innovative and catalytic programmes and projects that deliver practical climate solutions where they are needed most. Since approving its first project in November 2015, GCF has grown to a portfolio exceeding USD 19 billion, comprising more than 330 projects across over 130 developing countries. Building on a decade of climate action, GCF is advancing an ambitious transformation agenda aimed at making climate finance more responsive to country needs, faster to access and more impactful at scale. GCF aims to become at least a USD 50 billion fund by 2030, with its transformation centred on greater impact and efficiency, improved access to climate finance, enhanced support for the most vulnerable, and the mobilization of public and private financial flows for climate action. Its scale, risk appetite and flexibility enable GCF to convene partners and stakeholders and support innovative approaches to achieve greater climate impact.

The Independent Evaluation Unit (IEU) provides independent evidence and insights to support learning, accountability and informed decision-making within GCF. The IEU conducts periodic independent evaluations of GCF's performance, informs decision-making by the GCF Board, and provides independent evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC). Through its work, the IEU contributes to institutional learning and supports the effective use of evaluation evidence in strengthening GCF's performance and impact.

2. ASSIGNMENT PURPOSE

The Fund seeks to engage an **Evaluation Communications and Uptake Consultant** to join its IEU team at GCF's **Headquarters in Songdo, Incheon, Republic of Korea**, for a period of **twelve (12) months**. The Consultant will support the communications, dissemination, uptake, learning, strategic engagement, and partnership functions and needs of the IEU, in line with the IEU's annual and rolling workplans, the Terms of Reference, and the Evaluation Policy for the GCF.

Under the guidance of the Head of the IEU and the Evaluation Uptake Specialist, the Consultant will support the IEU with planning for and delivering various engagements (internal and external) that are designed to disseminate further and enhance the uptake and use of IEU evaluation evidence and insights. He or she will be aware of and proactive in identifying key internal and external engagement opportunities to inform and facilitate the IEU's effective engagement with key stakeholders. The Consultant will closely support the development of strategic knowledge products and curated content, including evaluation reports and publications, and digital and multimedia content, as well as the ongoing efforts to update, improve, and manage the IEU website as the Unit's key repository and archive of evaluative lessons and knowledge. The Consultant will need to be proficient in writing, speaking, and communicating clearly with internal and external stakeholders and across a wide range of communication channels and platforms, applying targeted communication and uptake techniques. The Evaluation Communications and Uptake Consultant is expected to influence institutional learning and support evidence-informed decision-making, stakeholder mapping, knowledge brokering, and strategic partnerships.

3. SCOPE OF WORK AND RESPONSIBILITIES

1) Support the IEU's strategic communication, evaluation uptake, and stakeholder engagement agenda, fostering meaningful engagement with key GCF stakeholders, including the GCF Board, Secretariat, accredited entities, national designated authorities, civil society organizations, private sector actors, and global evaluation networks, with the objective of strengthening awareness, use, and influence of IEU evaluation evidence in decision-making processes.

2) Translate evaluation findings and technical content into clear, accurate, and audience-appropriate products, including summaries, briefs, presentations, infographics, web content and other digital or multimedia materials.

3) Support the planning, coordination, and delivery of targeted internal and external events, dialogues, learning exchanges, and engagement opportunities that advance the visibility, dissemination, and uptake of IEU evaluations, while contributing to the establishment of effective systems, processes, and partnerships for the Uptake and Engagement function within the IEU's Enabling Workstream.

4) Undertake background research, analysis, and work to ensure that the IEU is at the forefront of practice in communication, uptake, advocacy, engagement and partnerships.

5) Ensure that the IEU website stays up to date with the latest evaluation reports and news updates, and support the daily monitoring and maintenance of the website, including the ongoing website refresh and content migration processes.

6) Develop and adapt IEU-branded communication products and templates, including presentation slides, LinkedIn content and campaigns, evaluation reports, summaries, briefs and event materials.

7) Ensure that publications and communication products comply with applicable IEU editorial, citation, accessibility, layout and branding requirements.

8) Demonstrate mastery of industry-standard design software and tools, including proficiency in all Adobe Creative Suite, MS Office, Canva and other similar programmes.

9) Demonstrate ability to deliver thorough and precise work under pressure and within very tight timelines, while working collaboratively with the various IEU evaluation teams and workstreams.

10) Collaborate closely with the Evaluation Uptake Specialist to develop and implement strategies for enhancing the uptake and influence of evaluation findings, and regularly report on progress, opportunities, and results related to communication, stakeholder engagement, and evaluation use.

4. INDICATIVE DELIVERABLES

The following indicative deliverables are proposed for IEU confirmation and do not introduce fixed quantities or additional contractual commitments unless agreed. The precise volume, sequencing and deadlines for outputs will be agreed with the supervisor through workplans. Indicative deliverables include:

- An inception note or initial workplan setting out priorities, anticipated outputs and delivery timelines for the assignment period.
- Contribution to IEU standard operating procedures, checklists, templates, and guides for effective and fit-for-purpose evaluation communication, dissemination and engagement plans and the IEU publications workflow.
- Communication and uptake materials for IEU evaluations and reviews, such as evaluation summaries, briefs, syntheses, presentations, infographics, web stories, social media content or other audience-specific products.
- Edited, proofread, designed, formatted and publication-ready reports and knowledge products that comply with the IEU editorial, citation, accessibility and branding requirements.
- Up-to-date and well-organized IEU website content, including timely and precise publication of evaluation reports and news updates, content quality checks, and support for the ongoing IEU website refresh or content migration tasks.
- Communication and engagement packages for selected events or learning activities, which may include concept notes/abstracts/submissions, invitations, agendas, presentations, promotional materials, participant resources and post-engagement survey and communication.
- Stakeholder maps, background notes or engagement briefs identifying relevant audiences, networks and opportunities for dissemination, learning, uptake or partnership.
- Updated and professionally designed templates and reusable visual assets for presentations, publications, digital communication and related IEU products.
- Periodic concise progress reports summarizing outputs completed, upcoming priorities, engagement opportunities, relevant analytics or feedback where available, and recommended follow-up actions.
- An end-of-assignment handover package containing final source files, templates, organized digital assets, status notes and practical recommendations for continuity.

5. QUALIFICATIONS AND EXPERIENCE

Essential Qualifications:

- An advanced degree (Master's or equivalent) in communications, journalism, marketing, branding, graphic/multimedia design, website development and management, 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 communications, writing and proofreading, publications, website management, branding, formatting, graphic design and content marketing, preferably with UN/international organizations.
- Proficiency in producing a wide range of strategic and targeted evaluation communications and uptake products.
- Demonstrated experience in writing, content development, and applying editorial and formatting/branding style guides.
- Proficiency in MS Word, including Track Changes, comments, and document review tools.
- Experience producing professional reports, presentations, publications, infographics, or communication products.
- A solid understanding of web design functionality, interaction, site architecture, user interfaces, and navigation across multiple platforms and devices.
- Demonstrated proficiency in Adobe Creative Suite, MS Office, Canva, or equivalent design and layout software.
- An ability to deliver creative and quality work under pressure while liaising and working effectively with

different teams and colleagues.

- Good planning and organizational skills, and an ability to work efficiently and collaborate well in a fast-paced and deadline-driven environment.

Desired qualifications:

- Familiarity with independent evaluation functions within UN/international organisations or MDBs.
- Prior exposure to UNFCCC processes or the international climate finance architecture, including willingness and commitment to further enhance their knowledge and understanding of these matters.
- Proven ability to develop innovative visual solutions and translate complex technical content into accessible and visually engaging products.

6. COMPETENCIES

- Communication: expresses complex ideas clearly and adapts content, format and channel to the intended audience.
- Quality and attention to detail: produces accurate, consistent and publication-ready work.
- Collaboration: works constructively with various teams and responds professionally to feedback.
- Planning and timely delivery: prioritizes effectively and meets agreed deadlines in a fast-paced environment.
- Creative problem-solving and innovation: proposes practical and visually effective ways to communicate evidence and engage audiences.
- Professional judgement: handles sensitive information appropriately and maintains the independence and credibility of the IEU.

7. REPORTING AND WORKING ARRANGEMENTS

The Consultant will work under the overall guidance of the Head of the IEU and the day-to-day supervision of the Evaluation Uptake Specialist. The Consultant will collaborate closely with the IEU evaluation teams and Enabling Workstream unit.

- Work modality and duty station: HQ-based in Songdo, Incheon, Republic of Korea
- Contract period: Twelve (12) months
- Travel: No travel expected
- Performance and acceptance of outputs: Outputs will be reviewed and accepted by the designated supervisor against agreed work plans, deadlines, and quality requirements.

8. APPLICATION PROCESS:

The closing date for applications is **17 November 2026 at 23:59 hours Korea Standard Time (KST)**. Applications received after the closing date will not be considered.

- Interested candidates are invited to submit their CVs and Cover Letters outlining their qualifications and professional experiences relevant to the assignment.
- Candidates of all nationalities are welcome to apply.
- Candidates should also indicate their earliest availability to commence the assignment and, where applicable, the notice period required by their current employer.
- Applications will initially be reviewed against the qualifications and experience requirements set out in this announcement. Shortlisted candidates may be invited to participate in further assessment stages, which may include a written assessment, review of relevant work samples or portfolio, an interview, or a combination of these methods.
- In case of technical difficulties with the application process, please contact us at Email = **procurement@gcfund.org.**

Note: Due to the anticipated volume of applications, only shortlisted candidates will be contacted regarding the outcome of the initial screening process.

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