

Terms of Reference for Ocean Finance Stakeholder Consultation Consultant (“Consultant”)

This document serves to provide an overview of the underlying project relevant to the Global Fund for Coral Reefs (GFCR) Strategic Plan, context on Goals of the mandate, as well as an estimated scope of work requested from the consultant. Final details of the mandate should be covered by the subsequent proposal submitted by the consultant.

Global Fund for Coral Reef

Global Fund for Coral Reefs (GFCR) is a global blended finance partnership designed to mobilize public, philanthropic, and private capital at scale for the protection, restoration, and sustainable use of coral reef ecosystems. Anchored in a dual structure combining a grant-based technical assistance facility and a private investment fund, GFCR addresses the systemic financing gap facing reef-positive enterprises and coastal economies—particularly in developing countries and Small Island Developing States (SIDS), where reefs underpin livelihoods, food security, and climate resilience.

Building on its operational track record and growing investment pipeline, 2026 marks a strategic moment for GFCR to deepen engagement with governments, financial institutions, reef-dependent industries, and conservation partners through a series of Global Coral Reef convenings aligned with major international ocean and climate forums. These convenings will serve as platforms to (i) showcase investable, reef-positive business models emerging from GFCR support; (ii) advance dialogue on policy, risk-sharing, and blended finance structures for coral reef economies; and (iii) catalyze additional capital commitments toward scalable solutions in sustainable fisheries, tourism, waste and wastewater management, and nature-based coastal protection.

Through its presence at these global moments in 2026, GFCR aims to reinforce its role as a bridge between conservation priorities and investment logic—demonstrating how structured technical assistance, concessional capital, and private investment can be integrated to deliver measurable ecological outcomes alongside durable economic returns, and to position coral reefs as critical natural infrastructure within the broader sustainable ocean economy.

Reporting Line

The consultant will report to the Deputy Director GFCR for the duration of the assignment, as well as to their designated contact at Catalytic Finance Foundation for follow-up and reporting purposes.

Work Assignment

The tasks of the consultancy are:

- Political Engagement Support & Coordination: Draft and coordinate correspondence, agendas, and meeting materials to support engagement with relevant political stakeholders, including coordination support for webinars and related engagement formats.
- Stakeholder Tracking & Process Management: Maintain stakeholder trackers, coordinate meetings (consultations, bilaterals, technical sessions), and capture minutes and follow-up actions.
- Ocean Finance Research & Inputs: Provide targeted research and analysis to inform political engagement, translating technical inputs into clear, decision-ready messages.
- Briefings, Talking Points & Engagement Materials: Prepare concise briefing notes, talking points, and presentation materials to support senior-level political engagement and outreach.
- Missions & Convenings Support: Support preparation and coordination of missions and convenings, including briefing packs, agendas, stakeholder alignment, and webinar coordination with partners.
- Work Plan & Follow-Up Tracking: Record key outcomes, decisions, and next steps, ensuring consistent follow-through across engagements.

Expected Deliverables

- Repository of the correspondence coordinated incl. Agendas, meeting, webinar and engagements materials.
- Stakeholder Trackers up to date, proof of meetings, coordination and repository of minutes including follow-up actions.
- Repository of targeted research and analysis report including decision-ready messages.
- Repository of senior-level political engagement and outreach materials including briefing notes, talking points and presentation materials.
- Successful preparation and coordination of missions and convenings including documents shared under “Missions & Convenings Support”.
- Tracker for key outcomes, decisions and next steps and follow-through across engagement for senior level.

Duration of Contract & Starting Date

The duration of the contract will run for 4 months from the signature date. The consultant is expected to start immediately after signature.

Location of Assignment

Work can be home-based, but in-person office work in Geneva is preferred.

Competencies and Qualifications

The consultant shall have the following competencies and qualifications:

- At least five (5) years of relevant professional experience in international coordination, stakeholder engagement, or programme delivery within multilateral, public–private, or international organization contexts.
- Demonstrated experience leading the coordination and delivery of international summits, high-level convenings, or comparable global engagement processes, with end-to-end responsibility for planning, sequencing, and follow-up.
- Fluency in English is required. Knowledge of French/Arabic/Spanish/ is desirable. Knowledge of an additional United Nations official language is an asset.
- Proven ability to act as the central focal point within a team for a major global convening, ensuring coherence across workstreams, partners, and contributors, and serving as the primary coordination interface.
- Strong experience in global stakeholder engagement, including coordination with UN agencies, Member States, international organizations, and external partners.
- Sound technical understanding of biodiversity finance and related nature-positive investment agendas, with the ability to translate technical concepts into clear engagement materials and convening narratives.
- Excellent project management, organizational, and communication skills, with demonstrated capacity to manage multiple priorities, consultants, and deadlines with a high degree of autonomy and professionalism.

How to Apply

For this opportunity, please complete the application form available at the link below and submit the required documents to oneocean@catalyticfinance.org no later than **May 29th, 2026 COB**. Only complete applications received by the deadline will be considered.

Required documents: Curriculum Vitae & Cover Letter. Applications can be submitted by completing the application form: [LINK](#).

Please name your files as follows before uploading:

- CV: OceanFinanceStakeholder_Consultant_Firstname_Lastname_CV
- Cover Letter: OceanFinanceStakeholder_Consultant_Firstname_Lastname_CoverLetter

Example: Jane_Doe_CV / Jane_Doe_CoverLetter

Next steps: **Interviews are expected to take place between May 25th to June 5th, 2026**. For any additional questions, please reach out to us at oneocean@catalyticfinance.org.