Terms of Reference for

Summit Engagement & Mobilisation Support Officer ("Consultant")

This document serves to provide an overview of the underlying project relevant to the Global Fund for Coral Reefs (GFCR), 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. Operating across **22 coral developing nations**—with a strong focus on Small Island Developing States (SIDS) and Least Developed Countries (LDCs)—**GFCR blends grants, concessional capital, debt, and equity to drive systemic change** through an integrated protect-transform-restore-recover approach.

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. Work Assignment

The tasks of the consultancy are:

- Provide full-time operational and substantive support to deliver strategic engagement across priority stakeholders, with a focus on enabling disciplined outreach, high-quality engagement preparation, and rigorous follow-up across states, philanthropies, UN agencies, engaged organizations, and key opinion leaders.

- Maintain the engagement "engine room" that ensures contacts, materials, scheduling, meeting preparation, and action closure are consistently executed and aligned with the Finance Pillar and Engagement Workstream priorities.

- Provide support to the Finance Pillar evidence base and briefing products, including desk research, consultation coordination, drafting inputs, and clearance-ready file preparation (annexes, tables, and briefing extracts).

Core Responsibilities

- **Stakeholder mapping and contact intelligence (lead)**: Build and maintain a structured stakeholder map and contact database, including roles, influence, decision pathways, engagement history, and priority objectives across stakeholder groups.
- **Background research and briefing support (lead)**: Produce targeted background research briefs (one to two pages) for priority stakeholders and engagements, including relevant commitments, public positioning, decision timelines, and recommended engagement angles. Undertake rapid desk research to support briefings and analytical products, including retrieval of initiative, finance, and institutional information and maintenance of source links/info for traceability.
- **Coordination across UN agencies, Member States, and external partners (lead)** to align common objectives, harmonize workplans, and ensure coherent design and delivery toward convenings/deliverables.
- **Outreach execution support (support)**: Draft and support development of outreach execution materials (emails, invitations, meeting requests, follow-ups), maintain outreach logs, and support sequencing of touchpoints to move engagement forward.
- **Engagement preparation and meeting support (lead/support)**: Support preparation of meeting packs (briefs, talking points, Q and A, suggested asks, and meeting objectives), coordinate pre-briefs, and ensure participants have the right materials on time. Support technical and stakeholder consultations by preparing outreach packs, scheduling, participant confirmations, and pre-reads, and by capturing inputs into structured notes for synthesis.
- **Follow-up discipline and action closure (lead)**: Capture meeting outcomes, document decisions and commitments, assign actions, and drive follow-up to closure through trackers and reminders.
- **Engagement pipeline and relationship tracking (Support/lead)**: Maintain the engagement pipeline tracker across states and philanthropies (and other priority stakeholder groups as required), ensuring the pipeline is current, conversion-focused, and linked to workplan milestones.
- **Strategic communications and narrative delivery (lead)**: Coordinate development of messaging and materials across partners, ensuring message discipline, brand coherence, and alignment with the set priorities. Manage drafting, review routing, and clearance of external-

facing products (talking points, briefs, web copy, media lines, and Summit collateral) and ensure consistency across stakeholder outreach.

- **Convening and event support (support)**: Support preparation for convenings and retreats (invite lists, RSVP tracking, agendas, pre-reads, logistics notes, and post-meeting readouts), ensuring outputs translate into actions.
- **Quality control and message discipline (support)**: Ensure outreach and briefing materials are accurate, consistent with approved narrative, and aligned with global convening milestones and messaging.
- **Risk and issue flagging (support)**: Maintain light-touch monitoring of emerging stakeholder sensitivities, reputational risks, and bottlenecks; escalate issues early and propose mitigation actions.

Key Outputs

1. **Stakeholder Map, Contact Database, and Engagement Intelligence Pack**
   a. A maintained stakeholder map spanning states, philanthropies, UN agencies, host counterparts, engaged organisations, and key opinion leaders, including roles, influence, engagement history, and priority objectives.
   b. A contact database with verified details (names, titles, emails, assistants, preferred channels, time zones), plus notes on decision pathways and relationship context.

2. **Targeted Background Research Briefs (ready-to-use)**
   a. One to two-page briefs for priority stakeholders and engagements, including: relevant public statements, prior commitments, current initiatives, likely interests, sensitivities, and recommended engagement angles.
   b. Rapid-turnaround "just-in-time" briefs for emerging opportunities or urgent meetings.

3. **Outreach Toolkit and Drafted Outreach Packages (executed)**
   a. Draft outreach templates tailored by audience (states, philanthropies, UN entities, technical partners), including meeting requests, invitations, follow-ups, and confirmation notes.
   b. Delivered outreach packages for priority stakeholders (draft emails plus attachments, distribution lists, and suggested send sequencing) aligned with the Engagement Workstream plan.

4. **Engagement Preparation Packs and Meeting Support Materials**
   a. Meeting packs prepared in advance of priority engagements, including objectives, participant list, background, talking points, Q and A, suggested asks, and next-step options.
   b. Consolidated readouts produced after engagements capturing decisions, signals, and agreed follow-up actions.

5. **Engagement Pipeline Tracker and Action Closure System**
   a. A live pipeline tracker documenting: engagement stage, planned touchpoints, meetings held, outcomes, commitments in discussion, blockers, and next actions.
   b. Evidence of follow-up discipline, including tracked closure of actions and documented progression toward secured engagement outcomes.
6. **Convening Support Package and Post-Meeting Outputs**
   a. Invite lists, RSVP tracking, agenda inputs, pre-reads coordination, logistics notes, and briefing support for convenings, meetings, and retreats.
   b. Post-meeting outputs produced within 24–48 hours: participant list confirmation, consolidated readout, and updated trackers reflecting decisions and actions.
7. **Weekly Engagement Status Snapshot and Issues Log**
   a. A concise weekly snapshot covering outreach activity, meetings secured, pipeline movement, upcoming touchpoints, risks/issues, and recommended next steps.
   b. An issues log flagging bottlenecks (scheduling, responsiveness, message risks) with proposed mitigation actions.
8. **Clearance-ready communications pack (final)**
   Final key messages, Q and A, briefs, articles, talking points and external collateral communications materials maintained as the authoritative set for circulation.
9. **Analytical and drafting support (support):**
   Provide operational and drafting support to analytical and briefing deliverables, including: compiling and organising source materials and links; coordinating and documenting consultations (invite lists, scheduling, notes, and follow-ups); preparing first-draft text inputs for briefs, annexes, and slide extracts based on agreed outlines; formatting tables, reference lists, and annex files; and (v) maintaining disciplined version control (tracked changes and clean versions) and file packaging for internal clearance and partner circulation.

Duration of Contract

The duration of the contract will run from January 26th 2026 for 4 months with the possibility of extension.

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:

- Strong analytical and organizational skills, with the ability to support multi-stakeholder engagement and convening processes
- Effective written and verbal communication skills, including drafting briefs, coordination notes, and presentations
- Ability to manage multiple tasks concurrently and meet deadlines in a dynamic, international environment
- Cultural sensitivity and the ability to operate effectively in multicultural and multidisciplinary settings
- Sound judgment and ability to follow established procedures and guidance
- Advanced university degree (Master's degree or equivalent) in international relations, development studies, political science, economics, environmental studies, or a related field is required. A first-level university degree (Bachelor's degree) in the fields above may be accepted in lieu of the advanced degree, provided it is combined with an additional two years of qualifying experience.
- Minimum of two year of relevant professional experience (including internships or junior professional roles) in stakeholder engagement, partnerships, programme support, or convening functions
- One year experience in international organisations, public institutions, or non-profit settings is desirable
- Fluency in English and knowledge of an additional UN official language is an asset. Knowledge of Arabic is preferred.
- Experience with the UN system or multilateral processes is preferred.
- Demonstrated interest in sustainable development, climate action, or related thematic areas required.

How to Apply

To apply for this opportunity, please complete the application form available at the link below and submit the required documents no later than **18th of January 2026 COB**. Applications should be sent by email to **oneocean@catalyticfinance.org**.

Application form: Access the Application Form

Required documents: Curriculum Vitae & Motivation Letter

Please note that **interviews are expected to take place between 20th and 22th of January 2026**. Only complete applications received by the deadline will be considered.