

TERMS OF REFERENCE

DUTY STATION: St. George, Grenada

JOB TITLE: RCC Caribbean Climate Action Specialist

BACKGROUND

The Windward Islands Research and Education Foundation (WINDREF), a 501 (c) 3 Research and Education Foundation, was established in Grenada in 1994. WINDREF seeks to advance health and sustainable environmental development through multi-disciplinary research and education programs. WINDREF strives for program excellence by promoting collaborative relationships between governments, internationally recognized organizations, academics and regional researchers.

In 2013, the UN Climate Change partnered with the WINDREF located at St. George's University (SGU) to establish the Regional Collaboration Centre for the Caribbean (RCC Caribbean). The RCC Caribbean, which is located on SGU's True Blue Campus in Grenada, is dedicated to the objectives of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol, and the Paris Climate Change Agreement. The RCC channels local, regional and global resources into climate action to facilitate implementation of Nationally Determined Contributions (NDCs) to the Paris Agreement, National Adaptation Plans, roadmaps for implementation of the 2030 Agenda for Sustainable Development and other relevant policies and strategies. The Centre supports 16 countries across the Caribbean region, including Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, the Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Belize, Trinidad and Tobago, Guyana and Suriname.

The UNFCCC partners with organizations operating six RCCs globally, including:

1. RCC Asia-Pacific, covering Asia and the Pacific in partnership with Institute for Global Environmental Strategies (IGES);
2. RCC MENA-SA, covering Middle East, North Africa and South Asia, in partnership with World Green Economy Organization (WGEO);
3. RCC WACA, covering Western and Francophone Africa, in partnership with Banque Ouest Africaine de Developpement (BOAD);
4. RCC EASA, covering East and Southern Africa, in partnership with East African Development Bank (EADB);
5. RCC Latin America, covering Latin America, in partnership with UNEP;
6. RCC Caribbean, covering the Caribbean, in partnership with the Windward Islands Research and Education Foundation (WINDREF)

The overall objective of this **full-time position** is to support the RCC Caribbean Regional Lead by providing necessary support and outputs related to the workplan of the RCC Caribbean which includes, inter alia, **required administrative and reporting tasks**. Expected outputs are related to the implementation of the Paris Agreement, regional and national climate strategies and policies with a **focus both on technical substantive workstream activities and outreach & engagement in the Caribbean region**.

LOCATION AND DURATION

The assignment is for a period of one year with the possibility of extension, thereafter, starting as soon as possible. The RCC Caribbean Climate Action Specialist is expected to work in Grenada, Saint George, at RCC Caribbean office in SGU. Travel in the region and beyond may be required as deemed necessary.

REPORTING LINE

The RCC Caribbean Climate Action Specialist will work under the direct supervision of the RCC Caribbean Regional Lead. The Officer will be contracted by WINDREF, the RCC Caribbean host organization.

OUTPUTS

Under the guidance of the Regional Lead and with UN Climate Change Secretariat colleagues based in Bonn, the RCC Caribbean Climate Action Specialist will be responsible for the following tasks:

Within the portfolios of UNFCCC and its RCC Caribbean, provide support, as needed, by:

- Gathering data, information and intelligence on opportunities or barriers to engagement in UNFCCC processes and climate action;
- Advising, consulting with regional stakeholders, conceptualizing and implementing in the capacity of a project manager for assigned projects to be delivered in time, and with high quality while ensuring the alignment with the work plan of the RCC Caribbean, capitalizing on its platforms;
- Identifying and reaching out to regional key stakeholders to establish partnerships and terms of collaboration and information sharing best practices;
- Providing technical backstopping to each project to ensure that activities are undertaken in timely and effective manner including support to regional experts to facilitate the implementation of the Paris Agreement;
- Exploring opportunities to work with regional and national partners in taking forward the climate agenda;
- Supervising/Supporting organization of regional workshops, webinars and other events or

through direct contact with stakeholders in the region.

- Supporting the team with specific workstream deliverables, including conceptualizing, and drafting products and reports;
- Contributing to aspects of the workstream that would benefit from greater regional and national input;
- Participating in stakeholder engagements and supporting on keeping records and activities on track;
- Supporting the circulation of information across the team, UNFCCC CRCC and workstreams, and RCC stakeholders including UN agencies, governments and organizations;
- Providing substantive inputs and ideas to all workstreams portfolios as needed;
- Supporting engagement with UN Resident Coordinator Offices, UN agencies and other local and regional organization to build new partnerships and opportunities for cooperation, e.g. providing input to/co-organize activities, collaborate on implementing joint activities;
- Supporting the coordination of regional activities under various UNFCCC Programmes
- Supporting communications with UNFCCC National Focal Points and other stakeholders as needed

Communication related activities

- Providing inputs to reporting documents upon request;
- Providing inputs on the RCC Caribbean achievements in relevant sections of the RCC Annual Report;
- Taking stock of the outreach and engagement needs in the region, including opportunities to collaborate and build partnerships with UN agencies and other stakeholders;
- Supporting publishing of outreach materials (e.g. campaigns, newsletters, SIA or newsroom articles, story for blogs) in alignment with C&E Team of Bonn, with key inputs from Regional Experts/ colleagues in drafting of articles;
- Supporting webpage and other communication materials updates with inputs from RCC Caribbean team and in coordination with CRCC team in Bonn

Other tasks

Any other tasks required by the UNFCCC workstreams, CRCC and the RCC Caribbean regional lead.



Regional Collaboration Centre – St. George's
Promoting Climate Action in the Caribbean

REQUIREMENTS

- Educational background: University degree in business administration, management, environmental science, or a related discipline.
- Experience: At least 2 years of experience communicating with stakeholders, conducting research, managing data/ databases, organizing engagements and/or events, producing reports and materials for publication and supporting logistics. Knowledge on climate change related work within the Caribbean region. Experience with direct support to the work of the UNFCCC or other UN agencies is an asset.
- Job-related skills: Analytical skills, excellent written and oral communication, strategic planning skills, innovative, thinking on professional, organizational and workflow issues including to interpret, adapt and propose options for changes to existing guidelines; and the ability to coordinate and engage several types of stakeholders.
- Excellent management, writing/reporting, editing and communication skills. Being responsible, detail-oriented, organized, and pro-active. Proficient in Sharepoint, Microsoft Excel, Word, One Note and PowerPoint.
- Language requirements: Fluency in written and spoken English. Working knowledge in Spanish is an asset.

HOW TO APPLY

Candidates whose qualifications, and experience which match the job description should send their resume and a letter of application to RCCCaribbean-recruit@unfccc.int. Applications will be accepted until 14th September 2026.

Please indicate “Climate Action Specialist – RCC Caribbean” in your email subject.