

## Terms of Reference

### Fund for responding to Loss and Damage (FRLD)

**Position Title:** Engagement Analyst

**Location:** Home-based

**Start date:** 1 July 2026

**Days:** 60 days

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#### I. Background and Description

In 2023, the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP) at its twenty-eighth session and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its fifth session reached a historic agreement on operationalizing the Fund for responding to Loss and Damage (FRLD). Decisions 1/CP.28 and 5/CMA.5 affirm that, in the context of establishing the new funding arrangements, a fund was established for responding to loss and damage whose mandate includes a focus on addressing loss and damage to assist developing countries that are particularly vulnerable to the adverse effects of climate change in responding to economic and non-economic loss and damage associated with the adverse effects of climate change, including extreme weather events and slow onset events.

Building on this mandate, the Board decided at its fifth meeting to establish the Barbados Implementation Modalities (with the acronym BIM) to respond to loss and damage consisting of a first set of interventions for the calendar years of 2025 and 2026 (decision B.5/D.4). A total of USD 250 million was set aside, with a decision to review the need for further allocation at the eighth meeting of the Board, subject to the available commitment authority. At its seventh meeting, the Board adopted the funding cycle, funding criteria, and access modalities required for operationalizing the BIM, and decided to launch the Call for Funding Requests (CFR) for the BIM at COP30.

The FRLD Secretariat, led by the Executive Director (ED), coordinates FRLD's strategic activities across its governing bodies, including the Board, and the World Bank (as Trustee and Secretariat host), and other stakeholders. It also drives thought leadership, manages portfolio risk, and develops initiatives to mobilize resources.

The Programming and Country Engagement (PACE) team under the FRLD Secretariat is the programming and technical core of the Secretariat, responsible for leading the development and operationalization of funding modalities and instruments, and managing the pipeline and portfolio of the FRLD in close engagement with countries and access entities. Key functions include (1) developing programming modalities and instruments for the start-up phase (Barbados Implementation Modalities, BIM) and long-term operations of the Fund; (2) conducting the review of funding requests submitted to the Fund; (3) managing the pipeline and approved portfolio throughout the stages of the funding cycle, in close coordination and engagement with countries and access entities; (4) supporting the development of the simplified mechanism for determining functional equivalency of countries and entities; (5) representing the Fund, on matters related to programming and country engagement, in global and regional dialogues

and conferences; and (6) collaborating with the entities in the funding arrangements to ensure complementarity and coherence.

The PACE team is led by a Program Manager supported by a team of programming and subject-matter specialists in fields related to loss and damage and climate and development finance.

## **II. Purpose of the Role**

This Terms of Reference outlines the key responsibilities and qualifications for the Engagement Analyst position in the Programming and Country Engagement team in the FRLD Secretariat. The Engagement Analyst will be responsible for supporting organization and preparations for the PACE team's outreach and engagement activities with countries, entities and other stakeholders. The Engagement Analyst will report to the Program Manager of the Programming and Country Engagement (PACE) team in the FRLD Secretariat.

## **III. Key Responsibilities**

Under the guidance of the Program Manager, the Engagement Analyst will support:

- Organizing and executing structured webinar series on the FRLD Barbados Implementation Modalities funding modalities, access modalities, etc.
- Setting up virtual “ask me anything” sessions on a regular basis
- Organizing and executing in-person sessions/workshops, including through identifying relevant regional and global events that can be utilized for in-person outreach and/or workshops.
- Developing practical engagement tools and products, such as:
  - Contact databases;
  - Tailored outreach packages for national focal points and access entities;
  - Informational materials and FAQs;
- Developing presentation materials (e.g. powerpoints, templates, etc)
- Assisting with responding to standard queries from countries and access entities, in coordination with other PACE team staff.
- Ensuring transparent, inclusive, and well-documented engagement processes, including meeting minutes, summaries, and participant records.
- Tracking and documenting engagement activities and outcomes to support monitoring, transparency, and reporting to the FRLD Board.

## **IV. Selection Criteria**

- Advanced university degree (master’s degree or equivalent) in international development, public policy, communications, climate-related fields, or a closely related discipline.
  - Minimum 2 years of relevant professional experience in stakeholder engagement, capacity building, outreach, and/or communications within multilateral organizations, global funds, or donor-financed programs.
  - Demonstrated experience coordinating engagement across complex, multi-stakeholder environments involving governments, international organizations, donors, and civil society.
  - Strong ability to translate policy and programming requirements into clear, accessible materials for engaging diverse audiences.
  - Proven experience in organizing webinars and workshops, managing logistical preparations and coordinating across teams to execute engagements and outreach activities.
  - Experience preparing engagement summaries, lessons learned, and briefing materials for senior leadership and/or governing bodies.
  - Excellent oral and written skills in English; knowledge of other official UN languages is desirable
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## **V. Application Process**

Please submit a CV and cover letter expressing your interest in the role and outlining your relevant expertise. Samples of products independently developed by the candidate may be requested prior to interviews.

All applications must be submitted via email to [frldsecretariat@frld.org](mailto:frldsecretariat@frld.org).