

Terms of Reference (ToR) for regional advisor GS Secretariat

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STANDARD REQUEST FOR PROPOSALS FOR EXTERNAL SERVICES

Project: Global Shield Secretariat Transition – Frankfurt School of Finance & Management

Confidential

1. LETTER OF INVITATION

Date: 05 December 2025

Subject: Request for Proposal – *regional advisor GS Secretariat*

Dear applicant,

Frankfurt School of Finance & Management gGmbH, implementing the project “Global Shield Secretariat”, invites you to submit a proposal for the delivery of services as described in the Terms of Reference (ToR) below.

Please submit your complete offer to **opportunities@fs.de** by **12 December 2025, 6pm (CET)** quoting **Request for Proposals_regional advisor GS Sec** in the email subject.

Submissions must include:

- Accompanying eMail referencing this invitation
- Confirmation of eligibility (use Annex 1)
- Expert CV (use Annex 2)
- Technical proposal and financial offer (EUR) (use Annex 3)

Best regards,

Frankfurt School of Finance & Management gGmbH

2. TERMS OF REFERENCE (TOR)

2.1 Background

Launched at COP27 by the Vulnerable Twenty (V20) Group and the Group of Seven (G7), the Global Shield against Climate Risks (GS) aims to increase protection for vulnerable people and countries and contribute to effectively responding to loss and damage from climate change. The Global Shield promotes an inclusive, gender-responsive and demand-driven process, which is led by the vulnerable countries’ governments (<https://www.globalshield.org/>).

Within the initiative the Global Shield Secretariat serves all Global Shield Governance bodies. It facilitates knowledge management and tracks progress in achieving the objectives of the Global Shield against Climate Risks. It also enhances its visibility.

The Global Shield Board has mandated Frankfurt School of Finance & Management (FS) to host the Global Shield Secretariat (GS Sec) from January 1, 2026, onwards.

FS is therefore looking for **regional advisor at the GS Sec** to start as soon as possible, with a contract duration of one year.

2.2 Objectives

In your role as advisor you will be mainly responsible for supporting the management of the Global Shield's In-Country Process (ICP) in the Philippines, and Pacific region GS countries.

2.3 Scope of Work / Deliverables

Your tasks:

- a) Management of the Global Shield's ICP in the Philippines and Pacific countries
 - Support the coordination of the ICP, including with the GS Financing Vehicles;
 - Facilitate needs-based support and ongoing advice to the focal points in GS countries leading the In-Country Process including a potential GS Support Structure;
 - Support in managing inputs from stakeholders, review and contribute to the finalization of the stocktake and gap-analysis as part of the ICP;
 - Support in overseeing the drafting of country requests for support to the GS financing structure and help to ensure timely delivery;
 - Support in guiding and monitoring the GS Support Structure and its activities in facilitating the ICP.
- b) Stakeholder Coordination
 - Support the organisation of workshops and meetings as part of the ICP;
 - Facilitate technical coordination of implementing partners active in the field of Climate and Disaster Risk Finance and Insurance with a view to establishing systematic and coherent financial protection in GS countries;
 - Organise regular meetings of the GS Coordination Hub and support its work as a global platform coordinating the practical work across leading implementing partners in the field of Climate and Disaster Risk Finance and Insurance.
- c) Capacity Building & Research Support
 - Assist in providing capacity building as part of the ICP, a.o., delivering and further developing the country readiness component;
 - Assist in commissioning and supporting research and consulting assignments to underpin ICP stock take and gap analysis in GS countries, MEL and progress reporting of GS.
 - Preparation of statements, factsheets, talking points, policy notes, presentations as required

2.4 Duration & Location

- Duration: 12 months, up to 150 working days
- Location: home based, with potential travel to the countries covered

2.5 Reporting & Supervision

- Reports to: Global Shield Secretariat Team Lead

2.6 Eligibility Criteria

Your profile:

Education

- BSc, MSc, MBA or PhD in a relevant academic discipline, such as economics, social sciences, environmental sciences, geography, or another relevant field.

Experience

- Three to five years of professional work experience in consulting and/or project management, preferably in the CDRFI context;
- Experience in multi- or bilateral institutions, or, development organisations or the private sector, specifically in the areas of international climate policy, climate and disaster risk finance and insurance, climate adaptation, or natural disaster management;
- Proven experience in drafting, reviewing and consolidating policy notes, technical frameworks, and other knowledge products to inform and guide impactful implementation;
- Work experience in a non-OECD country as well as in a multicultural work environment is desired;
- Previous experience with and exposure to the Global Shield would be an advantage;
- Well-connected in the global community of climate risk management and insurance actors will be an advantage;
- Experience working with the Phillipines, and Pacific Countries is a plus.

Competencies, Skills & Languages

- Understanding of critical issues in sustainable development, international climate change policy, and climate finance frameworks;
- Proficiency in Microsoft Office programs (especially Word, Excel, and PowerPoint);
- Strong organisational skills, including the ability to identify clear objectives, prioritise effectively, and use time efficiently;
- Excellent interpersonal, oral and written communication skills;
- Ability to work under pressure and meet tight deadlines;
- Excellent proficiency in English;
- Other desirable skills: excellent networking and communication skills; initiative, strong conceptual abilities; sound judgment; resilience; excellent team player with strong interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; excellent team spirit.

3. Curriculum Vitae (CV)

The applicant needs to provide the CV of the expert forseen to provide the services. The CV must cover:

- Full name and contact details
- Education and professional qualifications
- Detailed employment history (company/role/dates)
- Relevant assignments and outputs (with client references: name, email addresses or phone number)
- Language skills and availability
- At least two professional references (name, position, contact)

(CVs shall be submitted using the format as in Annex 2)

4. Proposal Requirements

4.1 Technical Proposal and Financial Proposal

Please complete Annex 3.

The fee indication must show VAT separately (if applicable) and must be in EUR.

Offer validity: Minimum 30 calendar days

4.2 Submission Instructions

- Submit electronic copies to: **opportunities@fs.de**
- Submission deadline (date/time CET): **12 December 2025, 6pm (CET)**
- Clarification requests: contact **opportunities@fs.de**. Any questions on the ToR must be submitted **2 business days before the end of the deadline**.

4.3 Evaluation Criteria & Weighting

All proposals will be evaluated using the following weighted criteria:

Criteria	Weight
Technical quality (experience & capacity of the expert)	70%
Financial offer (cost competitiveness)	30%

Annexes

- Annex 1: Template letter for eligibility requirements
- Annex 2: CV Template
- Annex 3: Technical and Financial Proposal Template