

Vacancy

The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme-weather events on vulnerable people.

The Climate Centre consists of an enthusiastic team that guides a growing network of consultants from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross, the International Federation of Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC)

Due to a vacancy at the Climate Centre, we are immediately looking for a:

Position within the company: Independent Consultant in **Burundi** – Stakeholder Liaison and Field Coordination Support (Freelance contract)

Envisaged start date: 12 June 2026

Job Description

Background and rationale

The Government of Burundi (hereafter "GoB"), through the Project Implementation Unit, is implementing the *Projet de Résilience Climatique des Collines du Burundi (PRCCB)* with financing from the World Bank. The project aims to strengthen climate resilience of vulnerable communities living in Burundi's hill (colline) landscapes by combining landscape restoration, climate-smart land use planning, and locally-led adaptation.

Within this framework, the Red Cross Red Crescent Climate Centre (hereafter "the Climate Centre" or "RCCC") has been contracted by the GoB to provide technical support for the development of Hill-level Climate Action Priorities — known by their French acronym PACC (Priorités d'Actions Climatiques Collinaires) — in the project's intervention zone. The Climate Centre's mandate covers the methodological refinement of the PACC approach, the training of the implementing partner and the UGP (Project Implementation Unit), quality assurance over the development of at least 10 PACCs, and the update of the integration guide that links PACCs to Communal Development Plans (Plans Communaux de Développement, PCDC) and to national and sectoral planning frameworks.

The Climate Centre's intervention is organised around three work packages:

- i. Train a national team to lead the development and implementation of hill-level climate action priorities (PACCs).

- ii. Provide technical support for the monitoring and evaluation of the PACCs developed by the NGO ACORD Burundi for the hills targeted by the PRCCB.
- iii. Support the UGP in the finalisation and technical validation of the deliverables of the NGO ACORD Burundi, and develop a guide for the integration of the PACCs into the Plans Communaux de Développement Communautaires (PCDC) — Communal Community Development Plans.

Delivering this technical support requires close coordination with national institutions, communal authorities, the implementing NGO ACORD, and field-based stakeholders across the PRCCB intervention zone. To ensure that the Climate Centre's intermittent field missions are well prepared, well anchored locally, and effectively followed up between missions, the Climate Centre is recruiting a Local Consultant to support with practical stakeholder liaison and field coordination support throughout the assignment.

Purpose and objectives of the consultancy

The Local Consultant will provide in-country support services for logistical and technical stakeholder liaison, mission preparation, and field coordination throughout the PRCCB technical support assignment. The overall purpose of the consultancy is to support the Climate Centre's team in delivering high-quality, well-coordinated, and contextually grounded technical assistance to the UGP-PRCCB and ACORD.

The specific objectives of the consultancy are to:

- Provide stakeholder liaison support, as requested, between the Climate Centre's project team, the UGP-PRCCB, ACORD, and other relevant stakeholders (sectoral ministries, communal authorities, World Bank country office, partner agencies) before, during and after Climate Centre missions;
- Support the preparation and coordination of logistics for Climate Centre in-country missions, including key workshops, trainings, and review meetings.
- Provide support with the preparation and coordination of trainings, workshops and review meetings, including pre-event organization, on-site coordination, participant follow-up, contextualization, and informal interpretation where needed informal interpretation between French and Kirundi.
- Provide the Climate Centre team with timely contextual insights on the institutional, political and operational environment relevant to the PACC process.

Responsibilities/tasks

Key tasks

The Local Consultant will provide stakeholder liaison and coordination support services, which may include:

- Providing stakeholder liaison support between the Climate Centre team and project stakeholders, as requested.
- Supporting the preparation and coordination of logistics for Climate Centre country visits, including venue arrangements, catering, and transport.

- Providing support to the organization of methodological discussions and contributing to contextualization as needed.
- Supporting the organization and on-site coordination of capacity-building events for ACORD Burundi and the UGP on the PACC methodology, as well as follow-up technical sessions held in-country.
- Supporting communication and coordination for validation meetings of the updated PACC integration guide (for the PCDC) and other in-country validation events.
- Providing informal interpretation between English, French and Kirundi during meetings, workshops, and field visits, and translating short written communications as needed.
- Identifying and flagging contextual, security, or stakeholder-related risks that may affect implementation, and proposing adjustments where appropriate.

The Consultant determines the methods and approach used to deliver these services, in line with professional standards.

Deliverables

The Local Consultant will deliver the following outputs, in consultation with the Climate Centre Project Lead:

- A short mission briefing note (1–2 pages) prepared ahead of each Climate Centre mission, summarising the stakeholder landscape, logistical arrangements, and any contextual issues to be aware of.
- A concise mission debrief note (1–2 pages) after each Climate Centre mission, capturing key outcomes, agreed actions and follow-up items, and points raised by participants.
- An up-to-date stakeholder contact directory and mission tracker, kept up to date over the course of the assignment based on activities performed, and shared with the Climate Centre team.
- Short progress updates (bullet-point format, no longer than one page) submitted at agreed intervals, covering follow-up with UGP-PRCCB and ACORD between missions.
- Brief workshop/training coordination notes for each major event supported (trainings, technical meetings, validation workshops), including participant attendance, logistical observations, coordination issues encountered, and immediate follow-up actions.
- A pre-mission readiness checklist prepared ahead of each Climate Centre mission, confirming logistical, institutional, participant coordination, and operational preparedness.

All deliverables will be produced in French. Working communication with the Climate Centre team will be in French or English, depending on the interlocutor.

Qualifications

The Local Consultant should bring a combination of contextual knowledge, planning experience and people skills relevant to operating at the interface of national institutions, communal authorities, and an implementing NGO. The following profile is sought:

Required qualifications and experience

- Burundian national, or non-national legally based in Burundi with permanent residency and authorisation to undertake consultancy work.

- University or technical degree (Bac+4 minimum) in a relevant field, such as environmental sciences, climate change, agronomy, rural development, public administration, geography, planning or a closely related discipline.
- At least five (5) years of relevant professional experience in Burundi, including direct exposure to communal-level climate adaptation or resilience work.
- Demonstrated experience working with national institutions, communal authorities, and/or international partners on development, climate, disaster risk management or natural resource management projects.
- Proven experience in organising, coordinating and facilitating workshops, trainings and multi-stakeholder meetings.
- Fluency in French (written and oral) is mandatory. Working knowledge of Kirundi (spoken) is required for informal interpretation during workshops and field interactions. Working knowledge of English is a plus.

Desirable qualifications

- Working knowledge of the institutional architecture of climate change adaptation, resilience and disaster risk management in Burundi (CDN, PNA, sectoral strategies).
- Existing professional relationships with the UGP-PRCCB, ACORD, the Ministry of Environment, Agriculture and Livestock, and/or other relevant ministries and communal administrations.
- Working knowledge of English.
- Familiarity with participatory planning methodologies and community engagement tools.

Personal attributes

- Strong interpersonal and diplomatic skills, with the ability to navigate complex stakeholder environments.
- Reliable, well-organised, and able to work independently with limited supervision.
- Discretion and respect for confidentiality.
- Alignment with the Red Cross Red Crescent Fundamental Principles and with the Climate Centre's Code of Conduct, including its policies on the prevention of sexual exploitation, abuse and harassment (PSEAH).
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Timeframe and working days

The assignment will be undertaken on an intermittent basis, with the Local Consultant engaged on an as-needed basis for specific tasks and deliverables aligned with Climate Centre missions and key project milestones.

- Indicative start date: 12 June 2026
- Indicative end date: 31 August 2026
- Estimated total level of effort: 12 working days over the full duration of the assignment.

The allocation of working days will be agreed at the start of the assignment for planning purposes and may be adjusted by mutual agreement based on project needs. Working days are aligned with Climate Centre missions, key milestones (inception workshop, training of trainers, PACC drafting and review cycle, validation of the integration guide), and inter-mission activities.

Timesheets will be submitted monthly to document work performed and will form the basis for invoicing.

Methodology and working modalities

The Local Consultant will coordinate with designated Climate Centre focal points to ensure alignment on deliverables, timelines, and stakeholder engagement.

The following working modalities apply:

- The Consultant will engage with stakeholders in coordination with the Climate Centre and the Team Lead of the project, ensuring consistency of messaging while maintaining responsibility for their own professional interactions. The substantive technical input remains the responsibility of the Climate Centre team.
- Initial introductions to key project stakeholders will be facilitated by the Climate Centre, after which the Consultant may provide stakeholder liaison support as needed.
- The Consultant will be based in Burundi (preferably Bujumbura, to be confirmed), with travel within the PRCCB intervention zone as required to deliver the agreed services. Travel costs related to in-country missions will be reimbursed against receipts in line with Climate Centre policy and separately from the consultancy fee.
- The Consultant will organize their work independently and determine the most appropriate working methods to deliver the agreed outputs, including remote work and in-person presence as required.
- The Consultant is expected to engage professionally with stakeholders and to build constructive working relationships in support of the assignment.
- The Consultant will respect the confidentiality of project documents and exchanges, and will not disclose project information to third parties without prior agreement with the Climate Centre.
- Any concerns regarding safeguarding, sexual exploitation, abuse or harassment will be reported in line with the Climate Centre's established reporting channels, as set out in the Code of Conduct.

Reporting and coordination

The Local Consultant will liaise primarily with the Climate Centre Team Lead for the PRCCB technical support assignment. Coordination may take place, as needed, with the Technical Advisor and the Senior Resilience and Policy Advisor in relation to specific tasks and deliverables.

The Local Consultant will share updates on progress and outputs with relevant Climate Centre focal points, as appropriate to ensure alignment on deliverables. Periodic coordination calls may be organized, as needed, to discuss progress, address questions, and ensure alignment on upcoming activities.

How to apply

Interested candidates are invited to submit the following documents, in French or English, in a single PDF file:

- An up-to-date Curriculum Vitae (maximum 4 pages), highlighting relevant experience in stakeholder liaison, communal/colline-level planning, and workshop coordination in Burundi.

- A short cover letter (maximum 1 page) summarizing the candidate's motivation, fit with the profile described in Section 4, and availability over the assignment period.
- A financial proposal indicating the candidate's all-inclusive daily consultancy rate in USD or EUR, exclusive of travel costs related to in-country missions, which will be reimbursed separately against receipts.
- Contact details for at least two (2) professional references from recent assignments of a similar nature.
- Applications shall be sent by email to: Application@climatecentre.org with the subject line: "Local Consultant — Burundi PRCCB [Candidate Surname]".

Deadline for applications: **7 June 2026**

Only shortlisted candidates will be contacted. Shortlisted candidates may be invited for a short interview (in person or remotely). The Climate Centre reserves the right to extend the deadline, to request additional information from candidates, or not to award the consultancy if no suitable candidate is identified.

The Climate Centre is an equal-opportunity employer. Applications from women and from candidates living in or with strong ties to the PRCCB intervention zone are particularly encouraged.