

Template for advertisement of Consultant vacancies

1. Area of expertise:

Consultant – ATACH knowledge management and managerial assistance

2. Purpose of consultancy

Contribute to the delivery of the Alliance for Transformative Action on Climate and Health (ATACH) mission by providing key managerial assistance (e.g., elaboration of progress reports, meeting agenda, minutes) and contribute to the advancement of the knowledge management function by e.g., contributing to the development of case studies by ATACH partners.

3. Background

The Alliance for Transformative Action on Climate and Health (ATACH) is a WHO-led initiative to support countries deliver on the COP-related health commitments and priorities (e.g., COP26 Health programme, COP27 Initiative on Climate Action and Nutrition (I-CAN), COP30 Belem Health Action Plan (BHAP). It provides a platform for coordination; knowledge and best practice exchange; networking and access to support and opportunities to link up to existing initiatives; tackling common challenges; and monitoring global progress.

The COP26 Health Programme took place in November 2021 and led to the establishment of the ATACH in June 2022. Since then, the ATACH has broadened in scope as different COP Presidencies continued to amplify climate change and health priorities. The ATACH has now become the largest platform, bringing together over 100 countries and over 100 partners around increased implementation of climate and health at country level.

As part of its Secretariat function, WHO is looking for a consultant to assist the team with the management of the ATACH and to advance the ATACH Community of practice.

4. Deliverables

- Deliverable 1: ATACH reports produced, workplan developed and implemented. Expected on a monthly basis.
- Deliverable 2: Further functionalities of the ATACH online community of practice designed and implemented. Expected by July 2026 and February 2027.
- Deliverable 3: ATACH Case study repository expanded. Expected by October 2026 and February 2027.

Deliverable 1: Provide assistance to the management of the ATACH (e.g. advance the implementation of its strategy, assist the team with engagement with constituencies, organize annual meetings, prepare progress reports and reports to donors). Expected on a monthly basis.

- 1.1. Facilitate the implementation of the ATACH Strategy and workplan. This might include putting together calls for expression of interest to ATACH members for leading or co-

leading relevant task teams, technical meetings and broader convenings around priority issues.

- 1.2. Produce background materials for key ATACH operational processes (e.g., annual reports, meeting summary notes, presentation slides, procurement/contracting documents, producing reports to donors)
- 1.3. Organize ATACH meetings, including the annual face to face meeting

Deliverable 2: Advance the ATACH Community of Practice (CoP) by reaching out to partners and further developing the online platform. This includes developing case studies and content to be added to the ATACH Community of Practice and developing the progress tracker and other new features in the CoP. Contribute to the delivery of the knowledge generation and sharing function of ATACH, including by advancing activities on priority technical topics (e.g. low-carbon sustainable health systems and health promoting climate action in other sectors). Expected by July 2026 and February 2027.

5. Qualifications, experience, skills and languages

Educational Qualifications:

Essential: Advanced university degree in Public Health, Environmental health, epidemiology, or related fields.

Experience

Essential:

- 5 years of relevant experience in environmental health, public health or climate change work.
- 2 years of experience working in international settings on climate change and health with staff from various geographical regions.
- At least 1 year of experience working on climate resilience and/or low carbon sustainability in health systems.

Desirable:

- Experience in project management.
- Experience in high-level event planning involving representatives from governments, multilateral, and non-governmental organizations.
- Experience with database management (especially using Excel), basic HTML, and marketing platforms (e.g., Mailchimp and Campaign Monitor).

Skills/Knowledge:

Excellent interpersonal and communication skills.

Languages and level required (Basic/Intermediate/Expert):

Essential: Expert knowledge of English and French

Desirable: Intermediate knowledge of other UN official languages.

6. Location

Off site: remotely – home base

7. Travel

The consultant may be expected to travel to attend relevant meetings. Dates to be confirmed as the workload evolves.

8. Remuneration and budget (travel costs are excluded):

- a. Remuneration: Payband level B - Remuneration currency in USD - Payband range between USD 350 – 499 per day and between USD 7,000 – 9,980 per month.
- b. Expected duration of contract: 11 months

9. Please add the name of the following:

- a. Hiring Manager: Elena Villalobos Prats
- b. Admin focal point: Emilie Eretzian and Carine Cruz Payan

Duration of the advertisement is 2 weeks unless informed otherwise. The hiring manager will receive a notification from Stellis when the consultancy has been posted.

Step 2 – For completion by HR Recruiters:

- In order to ensure consistency and a corporate look on our Career Portals, kindly refer to the Guidance on formatting job descriptions which are not based on a GSM extracted PD available [here](#).
- Please ensure that you add the below Additional information notes prior to posting the consultant requisition

Additional Information (For HR use only):

- This vacancy notice may be used to identify candidates for other similar consultancies at the same level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- If your candidature is retained for interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put [the WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- Consultants shall perform the work as independent contractors in a personal capacity, and not as a representative of any entity or authority. The execution of the work under a consultant contract does not create an employer/employee relationship between WHO and the Consultant.
- WHO shall have no responsibility whatsoever for any taxes, duties, social security contributions or other contributions payable by the Consultant. The Consultant shall be solely responsible for withholding and paying any taxes, duties, social security contributions and any other contributions which are applicable to the Consultant in each location/jurisdiction in which the work hereunder is performed, and the Consultant shall not be entitled to any reimbursement thereof by WHO.
- Consultants working in Switzerland must register with the applicable Swiss cantonal tax authorities and social security authorities, within the prescribed timeframes (Guidelines issued by the Swiss Mission are available at: <https://www.eda.admin.ch/missions/mission-onu->

[geneve/en/home/manual-regime-privileges-and-immunities/introduction/Manuel-personnes-sans-privileges-et-immunites-carte-H/Non%20fonctionnaires%20et%20stagiaires.html](https://www.geneve/en/home/manual-regime-privileges-and-immunities/introduction/Manuel-personnes-sans-privileges-et-immunites-carte-H/Non%20fonctionnaires%20et%20stagiaires.html)

For roster VNs:

- The purpose of this vacancy is to develop a list of qualified candidates for inclusion in this advertised roster. All applicants will be notified in writing of the outcome of their application (whether successful or unsuccessful) upon conclusion of the selection process. Successful candidates will be placed on the roster and subsequently may be selected for consultancy assignments falling in this area of work or for similar requirements/tasks/deliverables. Inclusion in the Roster does not guarantee selection to a consultant contract. There is no commitment on either side.