



GREEN
CLIMATE
FUND

SESSION 4.2.5: | LIAISON OFFICERS – CLOSED SESSION

The Liaison Officer: role and reporting obligations

GCF REGIONAL DIALOGUE

with WEST AND CENTRAL AFRICA

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Keith Mudadi, Climate Investment Officer
Marileth Enriquez, Climate Associate Investment Principal

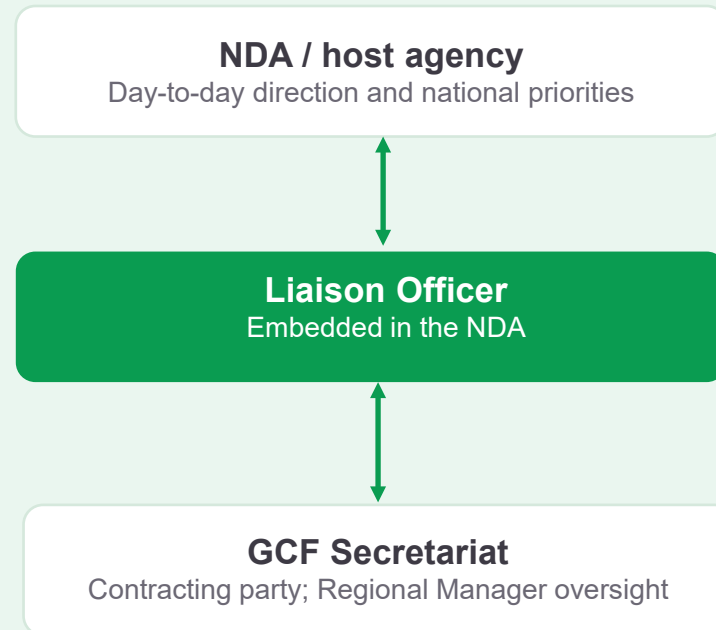
Role of the Liaison Officer

An embedded expert in the NDA and the primary link between the country and the GCF Secretariat.



WHAT THE ROLE COVERS

WHERE THE ROLE SITS



Readiness planning

Co-develop readiness ToRs from medium-term planning; engage stakeholders to find capacity gaps; support the FMCA, adaptive management and mid-term reviews



Programming and pipeline

translate national climate priorities into GCF investment opportunities. Help develop project ideas, concept notes and funding proposals, public and private, with NDAs, AEs and the Secretariat



Portfolio oversight of investments

Support implementation follow-up, No-Objection processes, monitoring and country portfolio reporting stay in touch with AEs on implementation and flag issues early to the Secretariat



Knowledge transfer and capacity building

Advise on GCF policies and processes; transfer skills to the NDA and stakeholders; Transfer GCF knowledge and strengthen durable national systems, skills and institutional memory.



Coordination

Facilitate engagement across government, the private sector, civil society, delivery partners and GCF.



The role is country-focused: priorities are agreed with the NDA and coordinated with the GCF Regional Team.



Across all functions: transfer knowledge and skills to the NDA and national stakeholders, and build lasting capacity

Obligations of the Liaison Officer: reporting



Dual reporting: to the NDA for day-to-day work, and to the GCF Secretariat through the Regional Manager or contract manager.

Good practice: agree priorities and workplans with the NDA and GCF early, keep reporting evidence-based, and use quarterly reviews to resolve issues and reset priorities.



MONTHLY Timesheet

- Prepare timesheet
- NDA clears
- Submit in ERP
- Regional or contract manager approves, then payment



QUARTERLY Progress report / review

- Report activities, deliverables, key GCF action points, opportunities and other relevant issues; obtain NDA clearance before submission to GCF.
- Discuss progress, performance and next-quarter priorities with the NDA and the GCF Regional Manager or contract manager.



EACH MISSION Travel

- Travel plan with written NDA and contract manager approval, 21+ days ahead
- Mission report, receipts and proof of payment afterwards



END OF CONTRACT Final report

- Prepare a final report on capacity-building, achievements and lessons learned; performance is evaluated jointly by GCF and the NDA.
- Informs renewal



Who to contact: Contract and payments → GCF Procurement

Functions and deliverables → Regional or contract manager