



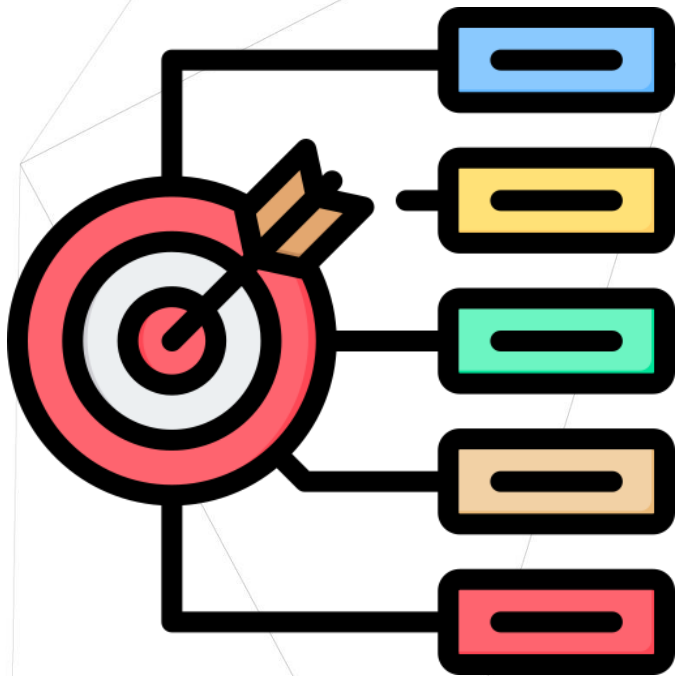
GCF regional presence: Information session

September 2025

Welcome and objectives



Objectives of the information session



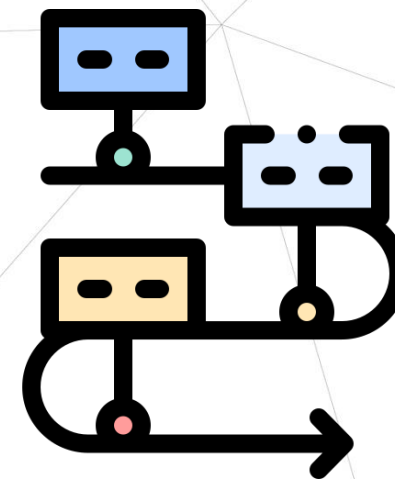
- Explain the phased approach to operationalizing regional presence
- Guide eligible countries on preparing their proposals
- Clarify expectations and available support from the Secretariat

Phased approach to operationalize regional presence



Phase 1: Initiation of the call for proposal

- Following Board decision B.42/14, the Secretariat launched the call for proposals
- Secretariat to support outreach, awareness and clarifications



Phase 2: Evaluation, configuration development, and implementation planning

- Secretariat to:
 - Assess eligibility and evaluate proposals using Board-adopted criteria and weightings
 - Develop proposed regional configuration scenarios (e.g. distribution of regional offices and an outpost) based on received proposals
 - Prepare a proposed implementation plan covering staffing, cost, sequencing, risk and monitoring and reporting
 - Conduct consultations with relevant Board committees and Board representatives

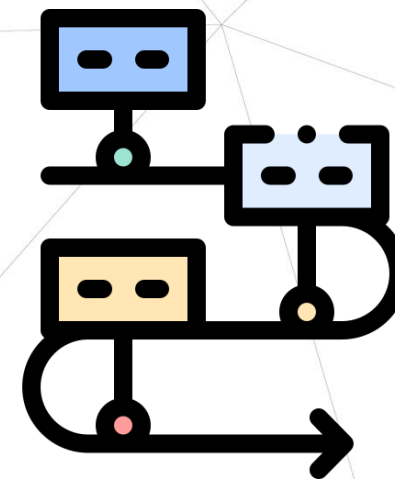
Phased approach to operationalize regional presence

(cont'd)



Phase 3: Board decision on configuration, implementation plan and host countries/cities

- Board to consider Secretariat's package:
 - Recommended host countries/cities
 - Proposed configuration of regional presence
 - Implementation plan, including risk management and full budgetary implications



Phase 4: Operationalization

- Secretariat to:
 - Engage with selected host governments to conclude host country agreements and arrange office premises
 - Begin office setup and staged staff deployment, aligned with the GCF HR framework and delegation model, applicable to regional teams
 - Monitor progress and report to the Board

Proposal requirements



- **Non-Annex I Parties to the UNFCCC with cities classified as A or B per the International Civil Service Commission hardship classification**, are invited to submit proposals by **19 September 2025 (11:59 PM KST)** to regionalpresence@gcfund.org and secretarytotheboard@gcfund.org
- The objective is to select an initial set of host countries/cities in which to establish **regional offices and an outpost** as part of GCF regional presence
- Proposals **must** include the **completed appendix I to the terms of reference**, and additional documents/information providing evidence of how the country/city meets the criteria
- Submission of a proposal **does not imply selection or commitment by GCF**
- The Secretariat will **evaluate all submissions transparently against the criteria**, and the **Board** will make the **final decision on host country/city selection**



Appendix 1 - Host country/city proposal submission form



Basic information of the applicant

- The applicant country must provide **letter(s) of support** from the Ministry of Foreign Affairs or the Ministry of Finance as supporting document(s)
- The applicant country must provide the name, title, organization, and contact details of the **primary focal point**

Eligibility criteria

- The applicant country must confirm which city from the list of **cities classified as A or B per the International Civil Service Commission hardship classification**, is proposed by the country to host regional presence
- The applicant country must confirm **commitment and ability to finalize the host country agreement and confer privileges and immunities as noted in appendix II**, including providing an estimated timeline for completing the host country agreement
- **A model Host Country Agreement is available on the GCF website**

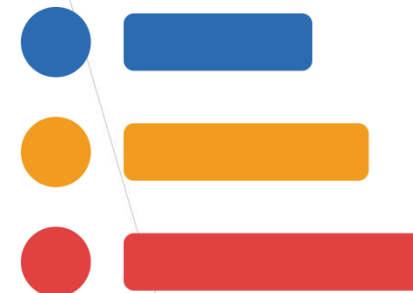


Appendix 1 - Host country/city proposal submission form



Evaluation criteria

- **A3. Extent of host city diplomatic representation with countries in the region**
 - The applicant country must describe the **extent of foreign embassies and consulates in the host city**, particularly those from countries within the region
 - The applicant country must include **the number of foreign embassies, high commissions, and consulates** as evidence
- **A4. Presence of a climate finance and institutional ecosystem aligned with the mandate and strategic objectives of GCF in the host city**
 - The applicant country must describe the **presence of the organizations in the host city that demonstrate its climate finance and institutional ecosystem**
 - The applicant country must include a **list of United Nations agencies, international and regional development and financial institutions** as evidence



Appendix 1 - Host country/city proposal submission form



Evaluation criteria

- **B2. Extent of international schools**
 - The applicant country must describe the **availability of international schools in the host city offering English-speaking, K-12, International Baccalaureate-based curriculum**, and the **host country's willingness and ability to support enrollment for GCF staff families**
 - The applicant country must indicate:
 - **Number and names of international schools** offering an English-speaking curriculum for grades K-12
 - **Number and names of international schools** offering International Baccalaureate programmes or similar globally recognized qualifications
 - **Commitment from the host country or local authorities** to facilitate the enrolment of the children of GCF staff (e.g., priority access, fee reductions, special arrangements)



Examples of evidence

- Official lists or directories of accredited international schools (with curriculum type, grade coverage, and accreditation status)
- Enrollment statistics for each school (capacity, number of international students, waiting lists)
- Government or local authority commitments (e.g., reserved seats, formal agreements, policies prioritizing GCF staff children)
- Fee schedules and any applicable discounts or waivers for international staff
- Recent examples of successful enrollment of international organization staff children
- Any restrictions or limitations (e.g., citizenship quotas, entry exams, limited grades) clearly noted

Appendix 1 - Host country/city proposal submission form



Evaluation criteria

- **B3. Extent to which the host country/city provides supportive conditions for partner employment, including mechanisms to facilitate work permits or access to local employment markets**
 - The applicant country must **indicate commitment** to offer any legal and practical conditions under which spouses/partners of GCF staff would be permitted to work in the host country, including visa, permit, and employment access provisions
 - The applicant country must provide details and evidence of this commitment



Examples of evidence

- Copies or excerpts of relevant **laws, regulations, or policy frameworks** that could grant work authorization for partners
- **Official procedural guidelines** describing how partners can obtain work permits (including timelines, fees, and required documents)
- **Formal government commitments or MoUs** with international organizations confirming automatic or expedited work authorization
- **Clarification of any restrictions** (e.g., sectors, quotas, language requirements) or exemptions
- **Visa/permit application forms** or templates used in practice

Appendix 1 - Host country/city proposal submission form



Evaluation criteria

- **C.2 Host country support via financial and/or in-kind contributions (OPTIONAL CONTRIBUTIONS)**
 - The applicant country can provide details of **any financial or in-kind contributions offered by the host country, city, or partners**
 - The applicant country should quantify contributions wherever possible and state their duration (e.g., one-time, renewable, permanent) – **HIGHLY RECOMMENDED**

Office space & operational support

- Indicate any provision of office premises (free of charge or subsidized), and their locations
- Indicate length and terms of lease (if applicable)
- Indicate any inclusivity of services, such as security, cleaning, utilities (i.e., electricity, water, internet) and/or building management
- Indicate any other financial contribution to office operations

Staffing support

- Indicate any provision of salary support or full coverage of locally recruited staff
- Indicate any provision of seconded staff and administrative assistants
- If such support exists, please indicate the number, types of positions covered and duration of the support

Other financial and non-financial support

- Indicate any other financial and/or non-financial support offered, including any special administrative or logistical support, that may reduce operating costs

Best practices for strong proposals



- **Show clear government commitment**

- Include formal letters of support from relevant ministries or NDAs
- Provide timelines and procedures for concluding a host country agreement and granting privileges and immunities
- Reflect a commitment to afford privileges and immunities similar to those outlined in the GCF's model Host Country Agreement, enabling GCF to operate fully and effectively
- Highlight any regulatory or legal facilitation offered for office setup and staff operation

- **Ensure clarity, structure and completeness**

- Use the form included in appendix I of the terms of reference as the proposals
- Ensure to keep the proposal as concise as possible
- Include relevant documents as evidence in support of your proposal in annex with appropriate references in the proposal
- Avoid jargon; ensure clarity for both technical and non-technical reviewers

- **Be realistic and evidence-based**

- Ground proposals in verifiable data—avoid over-promising
- Provide evidence where possible (e.g., cost benchmarks, service availability)



Next steps and available support

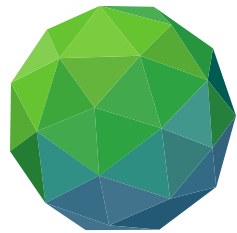


- **Proposal deadline:** 19 September 2025 (11:59 PM KST)
- **For any questions, please email:** regionalpresence@gcfund.org



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ambition.
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