

Reference Number 038-026

Type and period of engagement: Service Contract until March 2027

Published: 21 April 2026

Deadline: 4 May 2026

Terms of Reference for Expert on Climate and Environment

Background

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of SEECF to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE).

RCC's activities in the Green Agenda for the Western Balkans (GAWB) are guided by its triannual Strategy and Work Programme, Sofia Declaration endorsed by the Western Balkans Leaders at the Sofia Summit in 2020 and Action Plan for the implementation of the Green Agenda for the Western Balkans (2021-2030) endorsed by the WB Leaders at the Berlin Process Summit in 2021.

The RCC consists of 45 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department. The organisation maintains close working relations with all relevant stakeholders, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

Outline of the Position

The primary objective of this position is to support the RCC, in particular the GAWB team, in advancing the implementation of the Climate Pillar of the GAWB, as well as related environmental priorities at the regional level.

The Expert will play a key role in supporting the development and implementation of the WB6 Climate Adaptation Strategy, ensuring its alignment with the Revised GAWB Action Plan, the EU climate acquis, and relevant regional frameworks and processes.

The position will contribute to strengthening regional cooperation and facilitating structured policy dialogue, while ensuring coherence between regional initiatives and domestic-level climate adaptation efforts across the Western Balkans 6 (WB6).

In this context, the Expert will support Senior Expert on GAWB/ GAWB Coordinator on high-level GAWB dialogue formats, including Ministerial Meetings under the Berlin Process, as well as regular and extended meetings of the Regional Working Group on GAWB (RWG GAWB).

These processes are aimed at the preparation, discussion, and negotiation of regional deliverables for ministerial consideration and endorsement.

The Expert will facilitate ad-hoc coordination and preparatory bilateral meetings with RWG GAWB members and relevant regional and international partners (e.g. SWG, Transport Community, WHO, IUCN, Energy Community, and others), as required, to advance priority Green Agenda deliverables and ensure alignment across stakeholders.

Furthermore, the Expert will support the conceptualisation and qualitative preparation of high-level meetings, including the development of agendas, background documents, and briefing materials, as well as coordination with partners and donors, ensuring focused and outcome-oriented discussions.

In addition, the Expert will contribute to early-stage coordination processes, support alignment among partners, provide targeted policy advice, and drive the formulation of joint objectives. The position entails active engagement with stakeholders and donors, as well as participation in strategic planning and implementation processes.

Reporting

The Expert will work under the direct supervision and the overall guidance of the Senior Expert on the Green Agenda/ GAWB Coordinator.

Key Responsibilities

The Expert shall be responsible for the following tasks:

1. Strategic Support to the Climate Pillar and Adaptation Processes, as well as other environmental topics as required

- Support the advancement and implementation of the Climate Pillar of the Green Agenda for the Western Balkans, ensuring alignment with RCC priorities and regional needs
- Contribute to the development and implementation of the WB6 Climate Adaptation Strategy, ensuring coherence with the Revised GAWB Action Plan, EU climate acquis, and relevant regional frameworks
- Provide targeted technical advisory support for the preparation of thematic inputs and regional Green Agenda deliverables on climate and environment, ensuring their technical robustness, policy relevance, and alignment with EU frameworks

2. Facilitation of Regional Cooperation and Policy Dialogue

- Support structured regional cooperation processes and facilitate policy dialogue among WB6, ensuring coherence between regional initiatives and domestic-level implementation
- Support the organisation and facilitation of regular and ad-hoc coordination meetings, including bilateral consultations with WB6 representatives and relevant regional and

international partners (e.g. SWG, Transport Community, WHO, IUCN, Energy Community)

- Contribute to building consensus among stakeholders on priority climate and environmental actions under the GAWB framework

3. Planning and Implementation of High-Level Dialogue Formats

- Support the planning, organisation, and implementation of high-level GAWB dialogue formats, including Ministerial Meetings under the Berlin Process and meetings of the Regional Working Group on GAWB (RWG GAWB)
- Contribute to the preparation, discussion, and negotiation of regional deliverables on climate/environment to be submitted for ministerial consideration and endorsement
- Contribute to the conceptualisation and qualitative preparation of high-level meetings, including the development of agendas, background documents, briefing materials, and speaking points
- AOB as requested

Key Requirements:

- University degree (Master would be an asset) in environmental policy, climate change, or related field.
- Minimum 7 years of professional experience in climate policy, environmental governance, or related areas.
- Strong knowledge of EU climate policies, including the EU Adaptation Strategy and European Green Deal.
- Proven experience in regional cooperation, policy development, and stakeholder coordination, preferably in the Western Balkans 6.
- Experience in strategic planning, donor coordination, or project preparation is an asset.
- Demonstrated ability to provide high-quality policy advice and engage in high-level political processes.
- Strong analytical, communication, and organisational skills, with a results-oriented approach.
- Fluency in English required.

Location

The service provider will work in hybrid-remote mode in cooperation with RCC's GAWB Coordinator. The service provider could expect that some time would be spent on business-related travel across the region and Europe as required. A service contract for the period from May 2026 to March 2027 will be concluded with the RCC Secretariat.

Application Rules

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references until **4 May 2026**.

The motivation letter should describe the expert's motivation and clearly explain how the expert will contribute to the assigned responsibilities.

Only candidates who are shortlisted will be contacted for a competency-based interview.

The applications should be submitted through the website link [Apply now](#).

Disclaimer: We are dedicated to ensuring a working environment that guarantees freedom, cooperation, inclusion, acceptance of diversity, and equal opportunities for others. We select partners we cooperate with solely on the basis of competence and integrity of the candidate, making a decision based on relevant documentation and an interview. We ensure the performance of work tasks and advancement on the principles of equality by prohibiting any form of discrimination based on race, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin. We operate with zero tolerance towards mobbing, harassment and sexual harassment in the workplace and demand the same of all employees and business partners. We strongly encourage women, minorities, and vulnerable groups to apply.