



TERMS OF REFERENCE

Chief Analyst, African Climate Negotiations Situation Room

COP 31 | Antalya, Turkey | November 2026

Issuing Organisations

INCLUDE Knowledge Platform | African Group of Negotiators

In partnership with AU ECOSOC and ECOWAS

Classification: Open Call | Expressions of Interest

Closing Date: August 7th, 2026

Location: Remote during preparation phase | Stationed in Antalya, Turkey for the full duration of COP 31 (9 to 20 November 2026)

1. Background

The African Climate Negotiations Situation Room is a real-time intelligence and evidence support system being established by INCLUDE Knowledge Platform, in collaboration with the African Group of Negotiators, AU ECOSOC, and ECOWAS, for deployment at COP 31 in Antalya, Turkey.

The Situation Room will operate (tentatively) from the ECOWAS Pavilion throughout COP 31 and will provide African negotiating delegations with live analytical support, rapid evidence briefings, negotiating text tracking, bloc position monitoring, and coordinated intelligence across all priority thematic areas. It is built around a purpose-designed live dashboard funded by INCLUDE and operated jointly by INCLUDE and AGN, staffed by a dedicated team of thematic analysts and data enumerators.

At the centre of this operation is the Chief Analyst. This is the most senior appointment in the Situation Room and the primary interface between the analytical team and African negotiators on the floor.

2. Purpose of the Role

The Chief Analyst is responsible for the operational effectiveness of the Situation Room throughout COP 31. The role exists to ensure that African negotiators receive the right intelligence, in the right form, at the right moment, and that the analytical team behind the dashboard is directed with the experience, political literacy, and negotiating knowledge that only someone who has sat at the table can provide.

This is not a research role. It is not a communications role. It is a live operational function that requires the ability to synthesise complex technical and political information under pressure, translate it into actionable guidance for negotiators, and manage an analyst team in real time across two weeks of fast-moving, high-stakes negotiations.

3. Scope of Work

3.1 Preparation phase (August to October 2026)

During the preparation phase, the Chief Analyst will:



- Work with the AGN focal point and INCLUDE's data team to validate and quality-assure the historical position mapping for all six thematic priority areas: loss and damage, climate finance, particularly adaptation finance, mitigation and fossil fuel transition, Article 6 carbon markets, technology transfer, and just transition.
- Review and contribute to the analytical architecture of the dashboard, ensuring it is calibrated to the actual intelligence needs of negotiators on the floor.
- Develop a rapid briefing protocol, including the format, length, and delivery method for analytical outputs during COP, in consultation with the AGN.
- Build working relationships with the AGN focal point and lead coordinators across the six thematic areas prior to arrival in Antalya.
- Participate in the pre-COP simulation exercise, leading the analyst team through a live scenario and using the outcome to stress-test and refine operational procedures.
- Contribute to the design of the Situation Room's daily operating rhythm, including morning briefings, on-demand rapid analysis, and evening position reviews.

3.2 COP 31 deployment (9 to 20 November 2026)

During COP 31, the Chief Analyst will:

- Be stationed in the Situation Room at the ECOWAS Pavilion for the full duration of COP 31, available across all working group and plenary sessions.
- Lead the daily morning briefing to AGN coordinators, covering overnight text developments, bloc position updates, and the analytical priorities for the day's sessions
- Direct the thematic analyst team, assigning rapid analysis requests and quality-assuring all outputs before they reach negotiators.
- Serve as the primary point of contact for AGN negotiators requesting on-demand analytical support during sessions.
- Monitor negotiating text developments in real time and flag emerging risks or opportunities to the AGN focal point without waiting to be asked.
- Maintain situational awareness across all six thematic areas simultaneously, identifying connections and contradictions between tracks that individual negotiators may not have visibility of.
- Lead the evening debrief with the AGN focal point, reviewing the day's developments, updating the position map, and preparing the analytical priorities for the following day.
- Oversee the narrative intelligence function, reviewing media monitoring outputs and advising on rapid communications responses where needed.
- Manage the analyst team's workload, wellbeing, and operational effectiveness across the full two weeks.

3.3 Post-COP (December 2026)

Following COP 31, the Chief Analyst will:

- Co-author the Situation Room evaluation report with INCLUDE and the AGN, documenting outcomes supported, lessons learned, and recommendations for COP 32 deployment.
- Participate in the post-COP debrief with all partner institutions.



- Contribute to the design of the permanent Situation Room architecture for institutionalisation beyond COP 31.

4. Required Qualifications and Experience

Essential

- Minimum of five COP cycles as an active climate negotiator, with direct experience of working group negotiations under UNFCCC processes.
- Deep substantive expertise in at least two of the six priority thematic areas: loss and damage, climate finance, particularly adaptation finance, mitigation and fossil fuel transition, Article 6, technology transfer, or just transition.
- Demonstrated ability to read, interpret, and rapidly assess complex negotiating texts, proposed amendments, and bracketed language.
- Direct experience of the African Group of Negotiators' coordination structures and the three-tier African negotiation architecture.
- Proven track record of working under pressure in time-critical, high-stakes environments.
- Excellent written and verbal communication in English. French is an advantage given the francophone African negotiating bloc.
- No current active role as a lead negotiator or national delegation head that would create a conflict of role.

Strongly Preferred

- Experience as an AGN Lead Coordinator in one or more thematic areas.
- Familiarity with the political dynamics of key counterpart blocs, including the EU, BASIC, LDC Group, AOSIS, and the Arab Group.
- Prior experience managing or mentoring junior negotiators or analysts.
- Knowledge of loss and damage and adaptation finance mechanisms, given their centrality to African priorities at COP 31.

5. Conditions of Appointment

This is a fixed-term consultancy appointment for the period August to December 2026. The Chief Analyst will be contracted by INCLUDE Knowledge Platform. The appointment is jointly endorsed by the African Group of Negotiators.

The Chief Analyst must be available:

- For regular remote working sessions from August 2026 onwards during the preparation phase.
- For the pre-COP simulation exercise (date and venue to be confirmed, likely October 2026).
- To be stationed full-time in Antalya, Turkey for the complete duration of COP 31, 9 to 20 November 2026, including weekends and any extended sessions.
- For post-COP debrief and reporting in December 2026.



Given the nature of the role, the Chief Analyst may not hold a concurrent active negotiating position at COP 31. Applicants who are current negotiators or national delegation heads should not apply.

Remuneration will be commensurate with the demands of the role. Full details will be provided to shortlisted candidates.

6. Reporting and Governance

The Chief Analyst reports operationally to the INCLUDE Programme Lead for the Situation Room and strategically to the AGN chairman. During COP 31, the Chief Analyst's analytical priorities are directed by the AGN, while operational decisions on the analyst team and dashboard are managed through INCLUDE.

7. How to Apply

Interested candidates are invited to submit an expression of interest comprising:

- A cover letter of no more than two pages setting out their relevant experience, the thematic areas in which they have the deepest expertise, and their reasons for applying
- A current curriculum vitae.
- The names and contact details of two referees, at least one of whom can speak directly to the candidate's negotiating experience.
- The email should have the heading: Chief Analyst, African Climate Negotiations Situation Room
- Expressions of interest should be submitted to **faith@includeplatform.net**
- **Deadline ; 7th August 2026**

Shortlisted candidates will be invited for a structured interview conducted jointly by INCLUDE and the AGN selection panel.

8. Selection Criteria

Applications will be assessed against the following criteria in order of weight:

Criterion	Weight
Depth and breadth of COP negotiating experience	High
Substantive expertise in AGN priority thematic areas	High
Ability to perform under pressure in live negotiating environments	High
Familiarity with African negotiating structures and AGN processes	High
Leadership and team management capacity	Medium
Communication and rapid synthesis skills	Medium
Availability for full deployment period	Essential

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Absence of conflict of role	Essential
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9. About the Issuing Organisations

INCLUDE Knowledge Platform is an independent research and knowledge brokerage organisation hosted at the African Studies Centre Leiden, focused on inclusive development in Africa. INCLUDE is funding and building the Situation Room dashboard and analyst team, and serves as the operational lead for the initiative.

The African Group of Negotiators is the coalition of African States who are signatories of the UN Convention on Climate Change and its Paris Agreement that coordinates Africa's common position in the UNFCCC negotiations. The AGN is the central beneficiary and strategic guide for the Situation Room, and co-endorses this appointment.

This Terms of Reference is issued jointly by INCLUDE Knowledge Platform and the African Group of Negotiators.