

SECRETARIAT

TERMS OF REFERENCE FOR THE CVF-V20 SECRETARY-GENERAL

The Secretary-General will report directly to the Chair/Presidency of the CVF-V20. The appointment begins on 1 January 2027, or earlier, if the selected candidate is available and amenable, for a period of three (3) years. The Secretary-General is appointed by a simple majority vote of the Member States.

Process

1. Call for Nominations (1 October 2025 – 30 April 2026)

- A formal verbal call for nominations was issued to all CVF-V20 Member States on **24 September 2025** during the *Third CVF Leaders Meeting*, on the margins of the 80th Session of the United Nations General Assembly (UNGA80) in New York City, USA.
- Member States may nominate one candidate who must be a national of a CVF-V20 Member State via official letter.
- The role is filled on a rotating basis to ensure equitable representation across Asia, Africa, the Pacific, Latin America, and the Caribbean. For the 2027 appointment, eligibility is open to candidates from Africa, the Pacific, Latin America, and the Caribbean.
- Nominations must include a curriculum vitae and a letter of endorsement from the Member State government of the applying candidate.
- The application method is by way of submission to the secretariat@cvfv20.org, of an email of the official letter of nomination, together with the candidate's CV
- The deadline for submissions is **30 April 2026**.

Note: Timelines below are subject to change and may be advanced earlier than the dates listed, but no later.

2. Review and Shortlisting (1 May – 30 July 2026)

- The Managing Director will review and consolidate all submissions for consideration by the Board.
- The Managing Director will circulate the list of all nominated candidates to CVF-V20 Board and Member States for feedback.
- Shortlisted candidates will be selected by the CVF-V20 Board in consultation with member states, based on leadership experience, knowledge of climate and finance, diplomatic skills, and commitment to CVF-V20 values.
- Interviews will be conducted with shortlisted candidates to assess their vision, leadership capacity, and suitability for the role.

3. Final Selection (September 2026)

- Member States will vote on the final top three candidates, with selection made by **simple majority**, anonymous ballot during the CVF Leaders Meeting in September 2026 on the margins of the UNGA.

4. Announcement and Transition (October – December 2026)

- The appointment of the new Secretary-General will be officially announced by **30 September 2026**.
- A structured transition process will take place from October to December 2026, including handover with the outgoing Secretary-General.

5. Commencement of Term (1 January 2027)

- The new Secretary-General assumes office on **1 January 2027** for a three-year term.

The Climate Vulnerable Forum and V20 Finance Ministers

The Climate Vulnerable Forum (CVF), founded in 2009, is an independent intergovernmental organization of countries most threatened by climate change, headquartered in Accra, Ghana. It is composed of leaders of 74 governments from Africa, Asia, the Caribbean, Latin America, and the Pacific, who together represent 1.74 billion people.

Major bodies of the CVF include:

- CVF Heads of States/Government: founded in 2009, supported by Ministers of Foreign Affairs and Environment who provide political leadership, coordinate, and cooperate in key regional and international arenas such as the UN General Assembly, UNFCCC, UNCBD, UNCCD, and IMO.
- V20 Finance Ministers (V20): founded in 2015, which operates as a dedicated international collaboration of ministers of finance (or, for some, economic planning ministries) working to tackle climate change by mobilizing and realizing economic and development strategies and programs while leveraging public and private finance for an enhanced response to climate change. The V20 also founded a Central Bank Governors Working Group in 2023 to focus on three key areas: (1) Liquidity Support; (2) Inclusive Green Finance; and (3) Central Banks as movers greening the financial system.
- Global Parliamentary Group (GPG): founded in 2022, the GPG generates further impetus to climate action by supporting green industrial policy, establishing durable long-term reform by driving investment opportunities in Climate Prosperity Plans through the leadership of parliament and the legislature.

Together, the CVF-V20 aims to achieve climate justice through Climate Prosperity Plans with ambitious economic and financial resilience strategies designed to attract investment and resources that advance and accelerate the realization of Sustainable Development Goals, 30x30 Global Biodiversity, and keeping average global temperatures to the 1.5°C safety threshold of the Paris Agreement.

The CVF-V20 Secretariat

The Secretariat supports the work of the CVF and the V20 Finance Ministers by advancing and delivering the CVF and the V20 Finance Ministers objectives. The Secretariat's role shall include, but shall not be limited to:

 Africa Trade House,
Ambassadorial Enclave,
Liberia Road,
Accra, Ghana

 www.cvf20.org
 secretariat@cvfv20.org
 [climatevulnerableforum&v20](https://www.linkedin.com/company/climatevulnerableforum&v20)

 [ClimateVulnerableForum](https://www.facebook.com/ClimateVulnerableForum)
 [@TheCVF](https://twitter.com/TheCVF) and [@V20Group](https://twitter.com/V20Group)
 [the cvf](https://www.instagram.com/the cvf)

1. Act to support convening of Member States on climate change at the Heads of State/Government and Ministers of Finance level;
2. Support the coordination and organization of meetings focused on international financial reform agenda and trade between Members as well as helping facilitate CVF's participation in strategic international events such as UN General Assembly, UNFCCC, UNCBD, Spring and Annual Meetings of the World Bank Group and the International Monetary Fund, etc.;
3. Organize meetings and workshops throughout the calendar year;
4. Represent the perspective of CVF in international forums;
5. Provide technical expertise and support to Members in the development and implementation of climate resilience and mitigation strategies to meet the Sustainable Development Goals, the Paris Agreement, and other biodiversity goals that foster climate prosperity;
6. Support the oversight of fund management, resource mobilization efforts, and coordination with donors and financing institutions;
7. Create work programs that influence and mobilize resources in line with the Paris Agreement, Sustainable Development Goals, and biodiversity targets;
8. Represent the perspective of CVF in relevant international forums and advocate for their interests and priorities concerning climate change adaptation, mitigation, and finance;
9. Sustain engagement with a broad range of stakeholders, including Members, international financial institutions, partners, regions, subnational entities such as cities, businesses, investors, and civil society, to advance CVF-V20 Objectives;
10. Establishment and ongoing management of the experts in Washington D.C. and elsewhere, focusing on international financial reform, and other key themes;
11. Facilitate access to climate finance including loss and damage funds for Members through constant innovation of financial products and instruments, and through assistance with project development, proposal preparation, and engagement with the financial mechanisms of the UNFCCC and similar initiatives in the SDG, biodiversity, and related policy arenas;
12. Engage with the G7 and G20, including working groups, and similar country groupings as well as international financial institutions and partners to advocate for increased climate finance flows to Members; and
13. Provide technical assistance and capacity acceleration opportunities to member countries in accessing, tracking, managing, and reporting on climate finance received and utilized.

Divisions Overview

1. Administration & Support Services
2. Membership & Partnerships Coordination

 Africa Trade House,
Ambassadorial Enclave,
Liberia Road,
Accra, Ghana

 www.cvf20.org
 secretariat@cvfv20.org
 [climatevulnerableforum&v20](https://www.linkedin.com/company/climatevulnerableforum&v20)

 [ClimateVulnerableForum](https://www.facebook.com/ClimateVulnerableForum)
 [@TheCVF](https://twitter.com/TheCVF) and [@V20Group](https://twitter.com/V20Group)
 [the cvf](https://www.instagram.com/the cvf)

3. CPP Coordination & Implementation
4. Global Economic Reform & Resilience
5. West & South Asia Regional Office
6. Africa Regional Office
7. Latin America Regional Office
8. Caribbean Regional Office
9. Southeast Asia Regional Office
10. Pacific Regional Office
11. Science & Health

Scope of Work

The Secretary-General is the head of the Secretariat, responsible for overall leadership and cooperation, with a primary focus on coordination and engagement with CVF-V20 Heads of State, Heads of Government, Parliamentarians, and Ministers.

In carrying out these responsibilities, the Secretary-General shall:

- Manage the relationship with the Host Country, Members, and other institutional bodies, including economic cooperation.
- Develop, as mandated, decisions of the CVF Leaders and V20 Finance Ministers into implementable proposals.
- Identify and mobilize external resources to implement programs and sustain the functions of the CVF-V20 Secretariat.
- Implement, as mandated, decisions at the global and/or regional level for the achievement of the CVF/V20 Finance Ministers' functions.
- Oversee the monitoring and evaluation of the implementation of decisions of the CVF and the V20 Finance Ministers.
- Initiate or develop proposals for consideration and decision by the CVF and V20 Finance Ministers to achieve their objectives.
- Recommend rules and procedures necessary for the efficient exercise of responsibilities and operations of the Secretariat.
- Maintain engagement with CVF Leaders and V20 Finance Ministers.
- Convene and support meetings of the CVF-V20 Boards and Committees, ensure timely reporting to Member States, and report directly to the CVF Chair/Presidency.

Qualifications

The Secretary-General candidate must be a national of a CVF-V20 Member State and preferably a former Head of State/Head of Government. The candidate must demonstrably possess the managerial, diplomatic, and strategic skills required to effectively carry out the responsibilities of the role.

The position shall be filled on the basis of regional rotation, ensuring equitable representation across Asia, Africa, the Pacific, Latin America, and the Caribbean.

Candidates must have demonstrated experience in highest-level leadership and governance, with a proven track record of working with governments.

The Secretary-General should possess deep knowledge of climate change, sustainable development, and international finance, with the capacity to translate global frameworks into implementable national and regional actions.

Strong diplomatic, negotiation, and advocacy skills are required, with the ability to represent the CVF-V20 effectively at the highest international levels.

The Secretary-General should demonstrate experience in institution-building, resource mobilization, and managing multi-stakeholder platforms.

A commitment to the principles and objectives of the CVF-V20, including equity, inclusivity, and climate prosperity, is essential.