

## Terms of Reference: Consultant, Heat Health Science Initiative

**TITLE:** Consultant, Heat Health Science Initiative **DUTY STATION:** Trieste, Italy (with possibility of remote work) **CONTRACT TYPE:** Individual Consultant **DURATION:** 11 months

**CLOSING DATE FOR APPLICATIONS: 3 March 2026**

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### 1. Background

The global climate crisis, driven by escalating greenhouse gas emissions and inadequate policy responses, has led to an increased frequency and intensity of extreme heat events such as heat waves and heat domes. This has made heat stress a significant and growing threat to human health worldwide. In response to this urgent challenge, The World Academy of Sciences (TWAS), with support from the Rockefeller Foundation, is launching the **TWAS-Rockefeller Initiative for Transformative Heat-Health Science**. This pioneering initiative aims to establish a new, interdisciplinary scientific field dedicated to understanding and mitigating the health impacts of extreme heat, with a particular focus on vulnerable populations in the Global South.

The core of this initiative will be an interactive think-tank workshop that will convene world-leading experts from diverse fields—including thermal physiology, molecular biology, climate science, public health, social sciences, and policy—to catalyze the development of this new field. The project will foster a new international community of researchers and practitioners, generate innovative research directions, and translate scientific breakthroughs into actionable policy recommendations.

To lead and manage this critical initiative, TWAS is seeking a highly qualified and motivated Project Manager. The Project Manager will be responsible for the overall coordination and successful implementation of the project, from its inception to the final reporting and dissemination of outcomes.

### 2. Objectives of the Consultancy

Under the overall authority of the TWAS Executive Director, the consultant will be responsible for the planning, organization and coordination of the events related to Heat Health Science Initiative. The primary objectives of this consultancy are to:

- Ensure the successful planning, execution, and completion of all project activities and deliverables in a timely and efficient manner.
- Finalize and coordinate a Visionary Committee of world-class experts to guide the scientific direction of the initiative.
- Coordinate a high-impact, interdisciplinary think-tank conference.
- Support the development of an online tool to serve as a hub for the Visionary Committee.

- Facilitate the production of high-quality outputs, including a final report with recommendations for future action and the establishment of a new grant program.

### 3. Duties and Responsibilities of the Consultant

The consultant will perform the following duties:

- **Visionary Committee establishment and agenda development:**
  - Conduct comprehensive research to identify and engage world experts in fields relevant to Heat Health Science.
  - Support the creation and coordination of the Visionary Committee, including participating with TWAS Programme Team in defining its mandate and organizing its meetings.
  - In collaboration with the Visionary Committee and with TWAS Programme Team, develop the intellectual structure and agenda for the think-tank conference.
- **Event Management:**
  - Enable the organization of the international think-tank conference, including managing invitations, liaising with the host institution, and overseeing all logistical arrangements (venue, catering, travel, etc.).
  - Identify and set up the online tool for collaboration and development of the project.
  - Identify and coordinate with session rapporteurs to ensure effective documentation of conference discussions and outcomes.
- **Communication and Stakeholder Engagement:**
  - Together with TWAS Programme Team, serve as the primary focal point for all project partners, including the Rockefeller Foundation, ensuring they are kept informed of progress.
  - Collaborate with the TWAS Public Information Office to develop and disseminate press releases, social media content, and other communication materials.
  - Liaise with all internal and external stakeholders, including TWAS Members, TWAS Young Affiliates, and IPCC experts, as appropriate.
- **Reporting and M&E:**
  - Prepare and manage a participant feedback survey and analyze the results.
  - In collaboration with the Visionary Committee and rapporteurs, draft the conference recommendations and the final project report.
  - Prepare and submit the final project report, including an outline for future plans and the establishment of the TWAS-Rockefeller Visionary Grants Programme.

## 4. Expected Outputs and Deliverables

The consultant is expected to deliver the following outputs within the specified timeline:

Deliverable	Due
Deliver a comprehensive list of identified international experts in Heat Health Science. Set up online tool/software for the Visionary Committee. Draft Terms of Reference for the Visionary Committee and finalize the full list of committee members together with the TWAS Programme Team to establish the Committee	Month 1 & 2
Produce a curated list of potential workshop participants, categorized by thematic area Deliver a detailed plan for the logistical organization of the workshop. Conduct coordination meetings with committee members and with the TWAS Programme Team	Month 3, 4 & 5
In consultation with TWAS Programme Team, prepare Agenda, workshop materials and all related materials for the interdisciplinary workshop Finalize conference logistics and communication strategy	Month 6 & 7
Pre-conference outreach and engagement Organize and execute the interdisciplinary conference Develop and disseminate communication materials Produce a draft report analyzing participant feedback Produce a comprehensive detailed report Prepare a draft of the conference recommendations in collaboration with the Visionary Committee	Month 8, 9 & 10
Deliver the final comprehensive project report, including recommendations for next steps and future programs.	Month 11

## 5. Reporting and Institutional Arrangements

The Consultant will report directly to the TWAS Executive Director and will be preferentially based at the TWAS Secretariat in Trieste, Italy. In exceptional cases remote modality may be evaluated with agreed visits to TWAS Secretariat, in Trieste. The consultant will work in close collaboration with the TWAS Programme Coordinator and other relevant staff. Regular progress meetings will be held with the supervisor.

## 6. Qualifications and Experience

**Education:** \* An advanced university degree (Master's or equivalent) in a relevant field, such as public health, environmental science, international development, or project management. A PhD is a strong asset.

**Experience:** \* A minimum of 7 years of professional experience in project management, preferably in an international or academic context. \* Demonstrated experience in organizing large-scale international conferences or events. \* Experience in working with high-level scientific committees and diverse stakeholders. \* Experience in science communication and outreach is highly desirable.

### **Skills and Competencies:**

\* Excellent organizational and planning skills, with a proven ability to meet deadlines. \* Strong interpersonal and communication skills, with the ability to work effectively in a multicultural environment. \* Excellent written and oral communication skills in English. Knowledge of another UN language is an asset. \* Ability to work independently and with a high degree of autonomy. \* Proficiency in standard office software and online collaboration tools. \* Additional consideration will be given to candidates with demonstrated experience in facilitating brainstorming sessions, leading collaborative project design processes, and effectively using digital tools for programme implementation.

## 7) Remuneration & Proposal Submission

Applicants must submit a Technical and Financial Proposal including:

- (a) an up-to-date curriculum vitae with list of publications;
- (b) a statement indicating how their qualifications and experience make them suitable for the assignment;
- (c) an indication of the approach and methodology and workplan for the assignment;
- (d) the overall cost of the assignment, expressed as an overall lump sum in USD. Any travel and subsistence requirements should be indicated separately.
- (e) availability and three professional references. UNESCO will evaluate proposals on technical quality, approach, experience, DEI commitment, and price.

The total remuneration for this consultancy ranges between USD 45,000 and USD 55,000, depending on the consultant's experience, expertise, and demonstrated capacity to deliver the required outputs.

## **8) Compliance & Ethics**

All activities must comply with UNESCO ethical standards for research involving human participants, data protection, safeguarding, and inclusive, gender-responsive practices.

Applications should be sent to **personnel\_office@ictp.it** with the subject line "Application: Consultant, Heat Health Science Initiative" by **3 March 2026**.

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*UNESCO is committed to promoting diversity and gender equality in its workforce. Women and candidates from under-represented Member States are strongly encouraged to apply.*