

Communication and Uptake Consultant - Independent Evaluation Unit

Songdo, Republic of South Korea

I. Background

The Green Climate Fund (GCF) is a multilateral fund created to make significant and ambitious contributions to the global efforts to combat climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF aims to promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to climate change, while accounting for their needs and supporting particularly those that are vulnerable to the adverse effects of climate change. The GCF is governed by a Board, composed of an equal number of members from developed and developing countries. It is operated by an independent Secretariat headed by an Executive Director.

The Independent Evaluation Office (IEU) of the GCF, is mandated by the GCF Board under paragraph 60 of its governing instrument inform its decision making. Specifically, the governing instrument states “... the Board will establish an operationally independent evaluation unit as part of the core structure of the Fund. The head of the unit will be selected by, and will report to, the Board. The frequency and types of evaluation to be conducted will be specified by the unit in agreement with the Board.”

The IEU has several objectives:

- (a) Informing decision-making by the Board and identifying and disseminating lessons learned, contributing to guiding the GCF and stakeholders as a learning institution, providing strategic guidance;
- (b) Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities;
- (c) Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement for purposes of periodic reviews of the Financial Mechanism.¹

The IEU has a mandate for both discharging an accountability function and supporting a learning function.² These are central to the GCF being a learning organization as laid out in its Governing Instrument and its initial strategic plan.³ The responsibilities of the IEU are as follows:

- (d) Evaluation: The IEU will undertake independent overall, portfolio, country, thematic, programme evaluations that inform GCF strategic result areas.⁴ In key cases, it will also support and undertake project evaluations. The IEU will use relevant and innovative methods and an independent peer-review mechanism that will provide guidance on independent evaluations. The vision, criteria and guidelines for these will be laid out in the Independent evaluation policy.

¹ The Conference of Parties to the UNFCCC provides the following guidance on the function of the IEU: “The reports of the GCF should include any reports of the independent evaluation unit, including for the purposes of the periodic reviews of the financial mechanism of the Convention” (UNFCCC decision 5/CP.19, annex, paragraph 20).

² Board document B.16/18

³ Annex I to decision B.12/20.

⁴ Annex I to decision GCF/B.05/03.

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- The IEU is also mandated to independently peer review and attest the quality of GCF self-evaluation;⁵
- (e) Advisory and capacity support: The IEU is required to advise the Board by synthesizing findings and lessons learned from its evaluations. These findings and lessons learned are expected to also inform the Executive Director of the Secretariat and other GCF stakeholders.⁶ The IEU will engage closely with the independent evaluation units of intermediaries and implementing entities of the GCF, including national designated authorities (NDAs) and accredited entities (AEs). It will provide support to catalyse learning and build and strengthen NDA and AE evaluation capacity. It will also provide guidelines and support evaluation-related research that helps produce rigorous evidence in GCF result areas;
 - (f) Learning: The IEU will support the GCF in its learning function by ensuring that recommendations from independent evaluations are incorporated into the Secretariat's functioning and processes.⁷ This includes recommending possible improvements to the GCF performance indicators and its initial results framework, after accounting for international experience and the results of evaluation;⁸
 - (g) Engagement: The IEU will actively participate in relevant evaluation networks to ensure that it is at the frontier of evaluation practice. The IEU will involve its own staff and staff from NDAs and AEs in evaluations wherever feasible and appropriate.⁹ In addition, the IEU will support knowledge hubs of low-emission and climate-resilient pathways.¹⁰

II. Role

In close consultation with the head of the IEU, the Communication and Uptake Consultant will be responsible for designing, developing and executing the IEU brand and image control. S/he will be responsible for articulating the key elements of the IEU's communication, branding an uptake plan. Given the young office, a large part of his/her role will also be doing several other tasks that are required of such a person, like producing newsletters and policy briefs for internal and external circulation, editing documents, designing the IEU website, building a network of key IEU stakeholders, organizing consultations and meetings, standardizing templates for presentations and documents, designing a knowledge management space, advising and doing translations of complex, technical information into dynamic knowledge products that communicate with IEU partners and the public. S/he will report to the Head of Independent Evaluation Unit, and will work closely with IEU staff members and IEU consultants, as well as with website developers, software engineers and other staff at the secretariat of the GCF with the overall aim to make IEU's information effective, ensure uptake and to amplify IEU's mission.

The Communication and Uptake Consultant will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea. The position is for an initial six months, with a possibility of an extension.

⁵ Decisions B.12/12 and 20.

⁶ Annex III to decision B.06/09

⁷ Syntheses will include not just evidence from GCF funded programmes and policies but also from other agencies that are relevant to the GCF's result areas.

⁸ Annex III to decision B.06/09

⁹ See note 7 above.

¹⁰ Annex I to decision GCF/B.05/03.

III. Duties and responsibilities

Under the overall guidance of the Head of the IEU, s/he will be responsible for but not limited to:

- Develop and envision a strategy for communication and uptake for the IEU, based on consultations with key IEU stakeholders;
- Define, develop and monitor the IEU's brand, its guidelines and visual standards, and provide guidance to IEU staff and external Partners in the application of the brand;
- Conceive, develop and deliver high-quality and creative web, digital and print products that correspond to the IEU brand and mission;
- Lead and develop information architecture, visual identity design, and web/print design to manage all IEU's products are in line with IEU mission;
- Work closely with IEU staff, website developers, software engineers and secretariat of GCF in case of need to conceive, design, and launch new web features and projects inducing interactive components and microsites for IEU;
- Work closely with IEU staffs to propose, develop and deliver dynamic communication products, e.g. publications, newsletter, working paper series, blogs, blogsites, podcasts, presentations, social media visuals, banners, etc.;
- Ensure editorial delivery is timely and consistent with the IEU's brand and its guidelines;
- Design original graphics and source other visuals (e.g. photographs, artwork) to be used in the IEU's products. This includes maintaining a visual library of electronic images and graphic files;
- Develop corresponding communication components such as web templates, style sheets, scripts, images that are fully compatible with IEU website;
- Contribute to the development of a social media strategy;
- Prepare other communication channels other than IEU website, e.g. blogs, Facebook, Twitter, Instagram, Tumblr, etc.;
- Provide support for event preparation, including, but not limited to, photography and displays, for events for IEU and help in organizing meetings;
- Be enterprising and resourceful; and
- Perform other related duties, as required.

IV. Minimum required experience and qualifications

- Advanced university degree in communications, marketing, branding, graphic design, website development, business management or a related field; or a first-level university degree in the same field, combined with additional 4 years of qualifying work experience.
- At least four years of professional experience in digital and print graphic design, branding for web and print visual communication products, professional writing/editing, or major website/media development. Previous experience working in a similar role in an international organization highly desired;
- Track record in translating technical and complex information into clear and understandable graphics and documents that are visually-appealing and easy to use and navigate, and ready for uptake;
- Solid understanding of web design functionality, interaction, site architecture, user interfaces, and navigation across multiple platforms and devices;
- Exceptional computer skills and expert knowledge of industry-standard design software and tools, including proficiency in all Adobe Creative Suite, Sketch, MS Office and other similar programmes;



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- Ability to deliver creative and detailed work under pressure and within tight deadlines while managing multiple work streams and timelines;
 - Creative and conceptual thinker, self-directed and motivated by problem-solving and design challenges;
 - Able to work independently and efficiently with limited guidance in a deadline-driven environment;
 - Strong communication, teamwork, collaboration and client relationship skills;
 - Previous work experience in a website start-up and/or as an editor working to translate complex material highly desired; and
 - Ability to read and communicate fluently in English; the ability to read and communicate in one or more other major languages (French, Spanish, Russian, Chinese, Arabic) is desirable.

V. Application process and requirements

Qualified candidates are required to send an email attaching their CV and a letter of interest.

In the letter of interest kindly include specifically:

- 1) Your experience in executing brand development or leading major website development.
- 2) Portfolio or any other outcomes indicating the overall work you have been done so far.

Please send this in a single file to: ieu@gcfund.org and roster@gcfund.org

File name: “[last name], [first name]” (e.g. Peterson, Anna)

Subject line: “Communication and Uptake Consultant”

Applications should be submitted by 25 September 2017, and shortlisting will take place on a rolling basis till a suitable candidate is identified.

Applications from women and nationals from developing countries are strongly encouraged.

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.