

Evaluation Associate (Consultant) - Independent Evaluation Unit (IEU) International

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/CP19, 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.

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

Role

The Evaluation Associate of the Independent Evaluation Unit is responsible for doing the initial due diligence for scoping out evaluations for the IEU. This consists of reviewing documents, undertaking initial conversations, preparing the logistics for an evaluation, collecting all documents and data for an evaluation and undertaking the planning process for an evaluation. The Evaluation Associate should be diligent, extremely well organized, should be able to use state of the art methods for communication and engagement, be able to take notes, analyse qualitative information and present it sensibly and should be able to act as key liaison for the IEU. The Evaluation Associate will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea. The position is for a 6-month period with the possibility of an extension. S/he will provide substantive knowledge and experience to various activities for the Independent Evaluation Unit's achievements. S/he reports to the Head of Independent Evaluation Unit, and works closely with evaluation officer and other IEU staff to perform evaluation effectively and amplify IEU's mission.

Duties and responsibilities

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

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.

-
- Deliver logistical and operational support on overall evaluation tasks of the IEU including impact evaluation, portfolio evaluation, thematic evaluation, projects/programme evaluations, process evaluation;
 - Work closely with responsible IEU staff members to review, coordinate and plan evaluations as well as be able to trouble shoot logistical and operational blocks.
 - Prepare the terms of reference for independent evaluation and conduct preparation related work related to evaluation to accomplish the IEU's mission;
 - Perform analysis of information collected from various sources and derive findings, conclusions and formulate recommendations;
 - Work closely with responsible IEU staff members to organize workshop or training sessions for evaluation stakeholders in order to ensure high quality evaluation evidence and build stakeholder's evaluation capacity;
 - Contribute to the evaluation related paper for the IEU including quarterly and/or yearly reports on evaluation outcomes;
 - Support the drafting of the Board documents for the Fund and COP reports to the UNFCCC for the activities and achievements of the IEU;
 - Carry out research and formulate frontier evaluation practice in order to keep up-to-date strategies, policies, and methodologies of evaluation;
 - Liaise with the similar institutions of the Fund and other relevant evaluation stakeholders to build and enhance partnerships of the IEU; and
 - Perform other evaluation related duties, as required.
 - Should be able to work well in teams and keep a good attitude in the face of challenges and other day to day obstacles.

Required experience and qualifications

- An advanced university degree in climate change related subject, statistics or fields related to evaluation. Additional relevant years of experience may be considered in the absence of advanced degrees (required);
- At least three years of relevant work experience (required);
- Should be familiar with working in international institutions and the GCF (desirable).
- Should have experience with drafting evaluation related terms of reference and should be familiar with building scopes of evaluations and should have a good understanding of OECD DAC criteria (desirable);
- Experience with climate finance and/or development markets is advantageous;
- Experience with other financial frameworks such as UNFCCC CDM projects (desirable);
- Experience with project/programme as project developer or in financial institutions will be favourably considered;
- Proven ability to collect, manage and analyse data from various sources for evaluate programme effectiveness, and monitor programme implementation with the use of statistical tools;
- Ability to exercise good judgment, meet tight deadlines and maintain required productivity without compromising quality;
- Should be passionate about delivery, results driven and should be able to trouble shoot;
- Ability to work independently and efficiently with limited guidance in a deadline-driven environment is required; and
- Fluency in English is essential; knowledge of another United Nations language is an advantage.



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

Interested candidates are required to send an e-mail attaching their CV and a letter of interest in a single file to: roster@gcfund.org and ieu@gcfund.org

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

Subject line: “IEU Evaluation Associate”

Closing date for applications is 30 September 2017 (KST). Applications submitted after the closing date may not be considered.

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 email. Thank you.