

## **Call for International Experts to serve in the independent Technical Advisory Panel of the Green Climate Fund**

### **I. Background**

1. The Green Climate Fund (GCF) was established by Parties to the UNFCCC at its meeting in Cancún in December 2010, and formally launched in 2011 when the Governing Instrument of the Fund was adopted and approved.
2. The Fund is set to become a main international financial institution for the delivery of climate finance in support of mitigation and adaptation activities in developing countries.
3. The Fund is governed and supervised by a Board that has full responsibility for funding decisions. The Fund has a Secretariat with responsibility for the executive management and operations of the Fund. The Fund also has a Trustee in charge of the management of the Fund's financial assets and financial reporting thereof.
4. The Board, through its decision B.07/03, agreed to establish an independent Technical Advisory Panel (the Panel) to provide an independent technical assessment of, and advice on, funding proposals. The Panel will operate as an independent technical advisory body, and will be accountable to the Board. Furthermore, through decision B.09/10, the Board approved the terms of reference (TOR) of the Panel, which is included as an annex to this document.
5. In the Fund's proposal approval process (decision B.07/03), entities accredited to the Fund will submit funding proposals to the Secretariat for consideration, with a no-objection from the relevant national designated authority. The Secretariat will review the funding proposals from accredited entities on a rolling basis and will perform second-level due diligence on the proposals. The Panel will receive the Secretariat's assessment, provide its independent analysis and advice, and submit back to the Secretariat for compilation in the full funding proposal package. The Board, having received the full funding proposal package from the Secretariat, will then take the funding decision.

### **II. Minimum required qualifications and key fields of competencies**

6. Following guidance from the Board, the Panel is to be comprised of six international experts: three from developing countries and three from developed countries, with gender balance.
7. Individuals interested to serve as international experts must demonstrate recognized capacity and expertise in the following fields of key competency, supported by successful career experience at a senior level in an international environment with at least 10 years of relevant professional experience across the following areas:
  - (a) Wide technical expertise, operational experience and good understanding of the applied technologies related to the Fund's result areas:
    - i. Reduced emissions from:
      - Energy access and power generation
      - Low emission transport
      - Buildings, cities, industries, and appliances
      - Forests and land use



- ii. Increased resilience of:
  - Livelihoods of people, communities, and regions
  - Health and well-being, and food and water security
  - Infrastructure and the built environment
  - Ecosystems and ecosystem services;
- (b) Professional experience in the financing, development, and implementation of public and/or private sector projects in developing countries;
- (c) Working knowledge of the project management cycle, including origination, implementation, and activity oversight;
- (d) Familiarity with United Nations Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, and other relevant processes is desirable; and
- (e) Understanding of governance issues (e.g. financial public management, political economy, and other relevant areas) is a plus.
8. In addition to the above, interested individuals must demonstrate an unquestionable personal reputation, integrity, and ethical behaviour throughout his or her professional career.
9. The working language of the Fund is English. Fluency in another language, particularly an official language of the United Nations, is a plus.

### III. Application and selection procedure

10. Interested individuals should submit their expression of interest by providing a full documented CV and a cover letter specifying the fields of key competencies that match their skills.
11. Responses to this call should be sent via email to [roster@gcfund.org](mailto:roster@gcfund.org).
12. The subject line of the email message should follow the following format:  
*Subject:* Expression of interest independent TAP – [FIRST NAME] [FAMILY NAME]
13. The file containing the curriculum vitae should be named “CV [FAMILY NAME]” (e.g. CV SMITH), and similarly, the file containing the cover letter should be named “Cover letter [FAMILY NAME]”.
14. Only the following formats will be accepted: MS Word, PDF, RTF.
15. Shortlisting will start on **27 April 2015** and will continue until the position is filled.
16. The panel members will be selected through an open, transparent, and competitive process based on the criteria above and the annexed terms of reference. They will then be nominated by the Fund’s Investment Committee and endorsed by the Board.
17. The panel members will be expected to work remotely on a part-time basis with the possibility to attend meetings of the Panel, the Committee, and the Board, either physically or virtually. The Secretariat will communicate and assist with any travel requirements relating to the work of the Panel. The time required per month for proposal review will depend upon the volume and complexity of funding proposals received.
18. Unless otherwise requested by the applicant, CVs received during the Panel recruitment process may be retained as part of a roster of experts that the Fund can draw upon as needed.

## **Annex: Terms of reference of the independent Technical Advisory Panel**

### **I. Role and mandate**

1. The independent Technical Advisory Panel (the Panel) will provide independent technical assessment of, and advice on, funding proposals for the Board.
2. The Panel will conduct technical assessments of funding proposals submitted through the Secretariat by accredited entities of the Fund at the analysis and recommendations to the Board stage of the Fund's project and programme activity cycle. This will be done in accordance with the Fund's initial proposal approval process, and in order to provide objective technical advice on funding proposals for the Board.
3. The Secretariat will engage the Panel on all funding proposals, in particular the medium and large funding proposals. This shall not prejudice the proposed simplified processes for the approval of certain activities, in particular small-scale activities that are planned to be discussed at the tenth meeting of the Board.
4. The Panel will operate as an independent technical advisory body of the Fund. The Panel and its members will be bound by these terms of reference (TOR) as well as by any relevant policies and procedures of the Fund, including the policy on ethics and conflict of interest for external members serving on panels, sub-committees and working groups of the Board. The rules of procedures of the Board, as well as any other relevant rules and guidelines to be adopted by the Board, will apply *mutatis mutandis* to the Panel.
5. The Panel will independently assess the performance of the funding proposals submitted to the Fund against the Fund's activity-specific criteria in accordance with the initial investment framework.
6. The Panel, in the conduct of its technical assessment of funding proposals, will be provided with the final funding proposal; the Secretariat's assessment of compliance with safeguards, policies and performance of the project or programme against activity-specific criteria; and other necessary information that may reasonably be requested from the Secretariat. As needed, the Panel may seek inputs from stakeholders.
7. Upon decision by the Board, the Panel may expand its mandate in the future in order to provide strategic insights and share lessons learned.
8. An open and transparent process for selection of Panel members will be launched immediately after the Board adoption by the Board of the terms of reference of the Panel.

### **II. Reporting**

9. Pursuant to this mandate, and in accordance with stage IV of the Fund's project and programme activity cycle (Annex VII to decision B.07/03, *Initial Proposal Approval Process*), the Panel's advice will be submitted to the Board by the Secretariat as part of the documentation pertaining to the funding proposal. The advice provided by the Panel will consist of the outcome of its independent technical assessment and its recommendation on each funding proposal that it considers.

10. Upon request by the Board, the Panel may be invited to report orally to the Board at future Board meetings.

### **III. Composition and structure**

11. The Panel will comprise six members: three from developing countries and three from developed countries, with gender balance. The Panel will nominate its Chair. On a case-by-case basis, members of the Panel may call additional experts if the need for specialized knowledge arises, as deemed necessary and in consultation with the Secretariat. When this occurs, the required expert will be procured and selected by the Secretariat in consultation with the Panel and will be contracted by the Secretariat on behalf of the Fund as an external consultant. Furthermore, a roster of experts in major mitigation and adaptation areas will be established over time.

12. The Panel's collective expertise will cover a range of specialties related to adaptation, mitigation, the private sector, financing, development and implementation of projects in developing countries. Familiarity with guidance stemming from the United Nations Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, other relevant processes and an understanding of governance issues (e.g. public financial management, political economy, etc.) is desirable.

13. Panel members and expert members will, therefore, demonstrate recognized capacity and expertise in their fields of competency as it pertains to the Fund's initial result areas, supported by a successful career track record.

14. Each Panel member and expert member will have to have demonstrated unquestionable personal reputation, integrity and ethical behaviour throughout his or her professional career.

15. Members of the Panel will be procured, selected and nominated by the Investment Committee, with the support of the Secretariat, for endorsement by the Board soon thereafter.

16. The endorsed Panel members will enter into a consultancy contract with the Fund for a term of three years, with the possibility of renewal. The Executive Director of the Fund may, in consultation with the Ethics and Audit Committee, terminate the consultancy contract with a Panel member in cases of unethical behaviour, negligence of duties, or any other breach of his or her obligations thereunder, whereupon his or her term as Panel member will terminate automatically.

### **IV. Modalities of work**

17. The Panel will conduct its review of funding proposals remotely, unless exceptional circumstances necessitate physical meetings. The dates and timelines for reviews will be determined by the Secretariat in accordance with the initial proposal approval process, and aim to not exceed two weeks. A summary of each completed technical assessment will be made available on the Fund's website, subject to the Fund's information disclosure policy.

18. The Secretariat will provide the necessary operational and administrative support to the Panel.

## V. Compensation

19. A fee will be paid to Panel members and expert members in accordance with the Fund's rules and regulations, subject to the terms of their consultancy contracts. The time required per month for review of funding proposals will be determined in consultation with the Secretariat.

## VI. Conflict of interest<sup>1</sup> and confidentiality

20. A conflict of interest arises when a Panel member has an interest, which may include but is not limited to a financial interest that could, or could be deemed to, improperly influence the performance of his or her official duties or responsibilities as a Panel member. A conflict of interest applies to, among others, Panel members who hold positions in government or non-governmental organizations, or who are working in, or have any contractual arrangement as consultants or otherwise with, an Accredited Entity of the Fund or an executing entity.

21. All actual or potential conflicts of interest, or the appearance thereof, shall be immediately disclosed in writing to the Fund's Integrity Unit.

22. It is the duty of the Integrity Unit to review these disclosures promptly and to decide whether an actual or potential conflict of interest exists and, if so, whether to issue a waiver defining the extent to which the Panel member in question may participate in any discussion of the issue that has given rise to the conflict.

23. When the Integrity Unit determines that an actual or potential conflict of interest exists, the Panel member shall not participate in the matter that has given rise to the conflict absent a waiver from the Integrity Unit. The waiver may be designed to allow for any level of participation that the Integrity Unit deems appropriate. Until the Integrity Unit is established, the Office of the General-Counsel will perform the duties of the unit in the interim.

24. Furthermore, at the time of appointment, all Panel members will sign an Oath for external members serving the Fund.

25. Panel members shall adhere to the Policy on Ethics and Conflict of Interest for external members serving on Panels, Sub-Committees and Working Groups of the Board, as may be amended from time to time.

26. Panel members shall adhere to the Fund's information disclosure policy, as may be amended from time to time, including in respect of the treatment of confidential information.

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<sup>1</sup> Conflict of interest provisions reflect the draft Policy on Ethics and Conflict of Interest for external members serving on Panels, Sub-Committees and Working Groups of the Board which will also apply to members of the Panel.

## **VII. Revision and termination of the terms of reference of the Panel**

27. The Board may revise these TOR as necessary, and upon the advice of the Investment Committee, in order to incorporate lessons learned and to reflect the evolving technical needs of the Fund.
28. The mandate of the Panel may be revised or terminated by the Board, if deemed necessary.