



**GREEN
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FUND**

Expert in Developing Training Modules – Grievance Mechanisms, Consultant Songdo, South Korea

The Green Climate Fund (GCF) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts to combat climate change. The Fund will promote 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 the impacts of climate change.

The Fund is governed by a Board, composed of an equal number of members from developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. The Fund will pursue a country-driven approach in its operations.

The Independent Redress Mechanism (IRM) is the accountability mechanism of the GCF. The IRM responds to complaints by people who believe they have been adversely affected by GCF projects or programmes. The IRM also accepts requests by developing countries for the reconsideration of proposals that were denied funding by the GCF Board. In addition, the IRM has a mandate to increase the capacity of direct access entities to establish and operate grievance mechanisms in their institutions and projects according to best practice. The IRM reports directly to the Board and is subject to Board decisions. It is independent of the Secretariat of the GCF. More about the IRM can be found at <http://www.greenclimate.fund/independent-redress-mechanism>.

Role

As part of its mandate to increase the capacity of direct access entities and their grievance mechanisms, the IRM is aiming to develop learning modules for use in on-line and in-person training. The modules will be based on best practices currently available for the establishment and operation of a grievance mechanism and will be rolled out to direct access entities and other parties, including being made available to the public. The IRM is looking to contract the services of an expert in developing training modules to translate grievance mechanism guidance and toolkits into user friendly learning modules that can be accessible to diverse audiences. The consultant should have extensive experience planning, designing, developing and rolling-out learning modules, and should be familiar with concepts related to stakeholder engagement, accountability, and/or grievance mechanisms.

The consultant will work remotely, but may be required to travel to Songdo, South Korea for a few days.

Duties and responsibilities

Under the guidance of the Head of the IRM, the consultant will be responsible for but not limited to:

- Review existing best practice toolkits, guidance and manuals on establishing and operating grievance mechanisms in the area of international project finance.
- Identify and analyze the different target audiences for the training modules and develop tailored modules accordingly.
- Produce an overall framework for the development and establishment of training modules.
- Determine which core concepts, principles and tools need to be included in the modules, keeping in mind that target audiences will have varying capacities, familiarity with the subject matter and roles.

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G-Tower, 175 Art Center-daero
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- Design and develop an appropriate set of interactive training modules with relevant exercises and examples for delivery online and through in-person capacity building workshops and sessions.
- Ensure the quality of the learning modules so that they are culturally and gender sensitive, accessible to lay people and are free from errors.
- Consult with and solicit feedback from other practitioners in the field to enhance the content and framing of the modules
- Deliver a first round of in-person training to collect feedback and further improve the learning modules.

Required Experience and Qualifications

- Master's degree in adult learning, education, or related social sciences (required, but may exceptionally be waived if the candidate has commensurate professional experience together with a Bachelor's degree);
- At least 10 years of proven and extensive experience in adult learning, training and/or module development particularly in areas of international development.
- Experience in translating abstract or complex information into common language and understandable concepts.
- Familiarity with or experience working on grievance mechanisms, accountability or stakeholder engagement is highly desirable.
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of stakeholders, both orally and in writing;
- Experience working in developing countries, and with a diverse range of stakeholders;
- Extremely high level of independence, integrity and impartiality;
- Ability to work independently and under pressure with a high-level of accuracy and attention to detail;
- Fluency in English with excellent drafting skills.

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

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

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

Subject line: “Expert in Developing Training Modules- Grievance Mechanism Consultant”

Please indicate your earliest availability to take up assignment, and notice-period required, if employed.

Closing date for applications is **28 February 2019 (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 e-mail. Thank you.

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