



Implementation and Results Management Consultant - Readiness Program

Remote

Background

The Green Climate Fund (“the Fund”) is a multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

The Fund will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, the Fund will promote the 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 the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects 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 pursues a country-driven approach in its operations.

The Implementation and Result Management Consultant will be primarily working remotely, although 2-3 travels to the Fund’s headquarters in Songdo (Incheon City, Republic of Korea) may be required.

Role

The Implementation and Results Management Consultant will be responsible for supporting the overall implementation and results-management activities of the readiness program of the GCF Secretariat, including the monitoring and evaluation activities. S/he will provide overall technical support for the review of readiness proposals submitted to the GCF, including National Adaptation Plans (NAPs) and Project Preparation Facilities (PPFs) from the perspective of effective and efficient implementation and delivery of anticipated results. The consultant will review different kinds of reports such as inception reports, portfolio reports, interim progress reports, project completion reports, assess their implementation performance and provide feedback and constructive suggestions to improve their performance. S/he will also check consistency of readiness proposals and implementation process, monitoring and reporting by the National Designated Authorities (NDAs), Accredited Entities (AEs), Delivery Partners (DPs), etc., with GCF’s policies, procedures, templates and guidelines.

Duties and Responsibilities

Under the overall guidance of the Monitoring and Evaluation Specialist, related to the required work, s/he will be responsible for but not limited to:

- Undertake review of proposals submitted to the GCF under readiness program including NAPs and PPFs and provide comments to improve their overall quality and results orientation;



- Review the Interim Progress Reports (IPRs), Project Completion Reports (PCRs), portfolio reports and other project documents submitted to GCF in relation to readiness program and provide feedback;
- Review and check the consistency of the submitted documents with GCF templates, guidelines, policies and procedures and provide feedback;
- Review the log-frames of submitted proposals and help streamlining the impact, outcomes, outputs and activities along with their deliverables;
- Review the completeness of readiness proposals and reports, check their consistency and sequencing of activities;
- Support the countries and delivery partners with technical expertise in the development of readiness proposals;
- Conduct analysis of the readiness portfolio and trends of readiness proposals and outputs within the GCF Readiness programme;
- Supporting the preparation of documents, reports, operational guidelines, tools and other products with respect to readiness program and other matters as requested;
- Performing other tasks as deemed necessary.

Deliverables

- At least 40 readiness proposals reviewed and checked for completeness and quality assurance at entry.
- At least 15 NAP proposals reviewed and checked for completeness and quality assurance at entry.
- At least 25 Project Preparation Facility proposals reviewed and checked for quality assurance at entry and completeness.
- At least 50 readiness interim progress reports reviewed and checked for completeness, quality of reporting and evidence of results (both quantitative, qualitative and process – oriented).
- At least 20 readiness completion reports reviewed and checked for completeness, quality of reporting and evidence of results (quantitative, qualitative and process – oriented).
- Four progress reports over the duration of assignment.

Required Experience and Qualifications

- Master's degree in social science, economics, environmental sciences, development studies or other related or other relevant field;
- At least 5-7 years of experience in project implementation, results-management for a diverse portfolio of projects, including climate change projects and programmes;
- Experience with design and management of technical assistance and advisory services;
- Experience in project – programme formulation and analysis;
- Demonstrated ability to define problems, collect data, establish facts, draw valid conclusions and make quality decisions;
- Ability to persuade, convince and create buy-in for ideas and initiatives in order to advance goals and strategies;
- Excellent interpersonal communication skills and ability to work collaboratively with colleagues in the pursuit of organisational goals;



- Exceptionally strong organizational skills and focus on details;
- Ability to multi-task and meet strict deadlines; and
- Fluency in English is essential; knowledge of another UN language is an advantage.

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: “Implementation and Results Management Consultant”

Closing date for the application is 31 March 2019 (KST). Application received after the closing date may not be considered.

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

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.