



**GREEN  
CLIMATE  
FUND**

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## Research Assistant Consultant

Songdo, South Korea

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.<sup>1</sup>

The IEU has a mandate for both discharging an accountability function and supporting a learning function.<sup>2</sup> These are central to the GCF being a learning organization as laid out in its Governing Instrument and its initial strategic plan.<sup>3</sup> 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.<sup>4</sup> 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

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<sup>1</sup> 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).

<sup>2</sup> Board document B.16/18

<sup>3</sup> Annex I to decision B.12/20.

<sup>4</sup> Annex I to decision GCF/B.05/03.



evaluation policy. The IEU is also mandated to independently peer review and attest the quality of GCF self-evaluation;<sup>5</sup>

- (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.<sup>6</sup> 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.<sup>7</sup> 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;<sup>8</sup>
- (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.<sup>9</sup> In addition, the IEU will support knowledge hubs of low-emission and climate-resilient pathways.<sup>10</sup>

## **Role**

The Research Assistant Consultant of the Independent Evaluation Unit will be responsible for supporting the Independent Evaluation Unit in the development and delivery of databases and analyses for policy papers, independent evaluations, reviews, studies, learning papers and systematic and synthesis reviews. The role requires an excellent grasp of quantitative methods including data analyses, econometrics, sample size calculations and a strong understanding of randomized control trial, difference-in-difference and other counterfactual techniques. The candidate will need to demonstrate an exceptional understanding and mastery of data collection and management. For this, s/he will need to also show strong skills in using statistical software packages, such as STATA, R, GIS software and spatial database management systems, and have extensive experience in applying such software in evaluation contexts. Applied data collection, strong econometric skills and proficiency in applying econometric models to complex settings are a must. S/he should be able to demonstrate her/his familiarity with state-of-the-art approaches and be able provide proof of these technical skills in her/his past work experience. As part of a strong team, s/he will also be responsible for supporting the IEU's external relations strategy, in particular by supporting the development and dissemination of key messages to be conveyed to partners and stakeholders internal and external of the Green Climate Fund. The Junior Researcher should have a keen instinct to learn and develop skills that they may not have at the onset of the role.

## **Duties and responsibilities**

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

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<sup>5</sup> Annex III to decision B.06/09

<sup>6</sup> 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.

<sup>7</sup> Annex III to decision B.06/09

<sup>8</sup> See note 7 above.



- Provide analytical and operational support for database development and analyses for policy, evaluation, learning and synthesis papers and related products, including but not limited to, evaluation policy, evidence gap maps, thematic and strategic evaluations;
- Provide econometrics and survey related support to the team including using and reliability of different techniques and supporting the team in undertaking field-level data collection, sample size calculations and using GIS software;
- Provide support to background research and be familiar with systematic and synthesis reviews and evidence gap maps;
- Provide support to data collection processes and data analysis, ensuring data quality and adequate drafting of data analysis results, under supervision. Ability to trouble shoot problems in data collection, analyses and reporting and be willing to deal with tasks both at headquarters and in the field;
- Draft excellently written reports of evaluations and other output products of the IEU in the field and at headquarters;
- Engage with consultants, experts and stakeholder groups for surveys both on- and offline, (phone) interviews and other types of data collection;
- Undertake basic tasks such as populating databases and also working with consultants and interns for this purpose as well as to do sophisticated analyses;
- Provide support to oversight and coordination of relevant documents internally up to the point of publication;
- Deliver background support to IEU's external consultant projects, including initial screening and review of project/programme funding proposals and concept notes, interactions with accredited entities in bilateral meetings, preparation of assessment findings, maintenance of the operations database;
- Provide organizational and substantive support for GCF Board meetings and other events and meetings related to the functioning of the IEU, for example assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions, meeting reports, drafting agreements and other legal documentation;
- Support any additional analytical and operational tasks as assigned by the IEU;
- Perform other related duties and willing to travel, as required.

#### **Required experience and qualifications**

- Minimum one (1) year with a master's level degree or two (2) years with Bachelor level degree of experience or equivalent combination of relevant education and experience;
- Experience in the development and economic sector, within an international organization, development agency, governmental, private sector or non-profit sector;
- Proven track record in managing meta -data, applying data collection and econometric skills for assessment and evaluation work. Full proficiency in applying econometric models to complex settings, beyond your formal training, are a must;
- Proven track record in applying data collection and econometric skills for assessment and evaluation work. Full proficiency in applying econometric models to complex settings, beyond your formal training, are a must;
- Proven track record in the application of statistical software packages (STATA, R and GIS software such as ArcInfo and/or ArcGIS etc.) for evaluation project work;
- Proven track record in data management and analysis in relevant development and environmental projects, including field experience and experience with larger panel datasets;
- Good knowledge of IEU's work plans and evaluations using information available on IEU's website;
- Strong familiarity with evaluation databases including knowledge of risk and probabilities;
- Experience in developing policy documents, conducting research analysis and articulating findings and recommendations;

- Familiarity of and work experience in multilateral climate funds, public health, project financing, and UNFCCC framework;
- Excellent analyses and data handling skills with the mastery of quantitative, qualitative and mixed methods analysis;
- Strong competence, proficiency and full autonomy in the use of standard statistical software for quantitative analysis, such as STATA, SPSS, R, SPSS, Matlab, ArcGIS/ArcInfo and spatial data management software;
- Suitability to undertake the responsibilities mentioned above at the required level, with the following: (a) Proven application of expertise, knowledge within the area of evaluation and data analysis, (b) A team player with a proactive and can-do attitude.
- Ability to articulate complex issues verbally and in writing in a concise manner;
- Experience in an international setting, and ability to work independently and take initiative in response to the IEU's needs;
- Ability to support the establishment and maintaining relationships with key partners – including but not limited to the ability to represent the unit and interface effectively with stakeholders;
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently in order to meet deadlines, ability to multi-task and pay close attention to detail;
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential;
- Experience of establishing strong working relationships with colleagues from different functions and cultures. Proven ability to work innovatively within a team environment;
- Mature judgment and absolute commitment to confidentiality;
- Familiarity with climate change topics, public health and international politics is desirable;
- Excellent communication skills and high emotional quotient;
- Strong competence and professional autonomy in the use of standard software programmes: Excel, Word, PowerPoint, Outlook, and Access;
- Proven ability to multi-task and deal with high stress situations;
- Fluency in English is essential; knowledge of another United Nations language or local language is an advantage.

Candidates of all nationalities are welcome to apply; however, the compensation and benefits package for this Position will be determined on the basis of local recruitment.

**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](mailto:roster@gcfund.org)

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

Subject line: “IEU Research Assistant Consultant”

Closing date for applications is **17 July 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 email. Thank you.*