



Specialist Consultant – Recommendations for the Design of a Mechanism for the Oversight and Performance Review of the Independent Units

I. Introduction

The Green Climate Fund is a new 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.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change. In the context of sustainable development, GCF 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. GCF will pursue a country-driven approach in its operations.

GCF is governed by a Board, composed of an equal representation of developed and developing countries. An independent Secretariat headed by an Executive Director services the Board and executes all day-to-day operations. Three independent units (IUs) make sure GCF meets the highest standards of integrity, independence, impartiality and transparency while also ensuring it pursues organizational self-improvement. These units operate independently from the Secretariat and report directly to the Board, which oversees the management of GCF.

II. Background

To ensure GCF operates in a transparent and accountable manner guided by efficiency and effectiveness, the Governing Instrument for the GCF mandated the Board to establish three IUs to operate independently from the GCF Secretariat and report directly to the GCF Board: the Independent Evaluation Unit (IEU) to evaluate the activities, results, performance and policies of GCF, and provide strategic information and evidence based guidance about its impact, effectiveness and efficiency; the Independent Integrity Unit (IIU) to investigate allegations of prohibited practices such as fraud and corruption; and the Independent Redress Mechanism (IRM) to primarily address complaints and grievances from persons adversely affected by GCF projects and programmes and consider requests by developing countries for reconsideration of project or programme proposals denied funding by the GCF Board.

The terms of reference (TOR) for the three IUs were adopted by the Board at its February 2014 meeting (decision GCF/B.06/09) and established that a Head of Unit would lead each body. The mandates and functions as well as the terms and conditions of the tenure of the Heads of the IUs have significant similarities as well as differences as set out in their respective TORs. The Board adopted an updated TOR for the IRM in 2017.

Also at its February 2014 meeting, the Board, through decision GCF/B.06/08, requested the Secretariat to present a proposal, with draft TOR, for the establishment of a Board committee to assist in the appointments, performance reviews, salary decisions and accountability in respect of the IU Heads. At its March 2015 meeting, the Board, through decision B.09/14, established the Appointment Committee as an ad hoc committee of the Board with the role of assisting the Board

in discharging its responsibilities regarding the appointments of the IU Heads, and their salaries and accountabilities. The Board requested the Appointment Committee to present the terms of reference for the IU Heads, the criteria for their selection, and details of the selection process. The Appointment Committee was mandated to function until: the appointment of the IU Heads by the Board; the committee's functions having been taken over by a standing committee of the Board; or the Board having decided to terminate the committee, whichever is earlier. Accordingly, this Appointment Committee ceased to function on the appointment of the three IU Heads as of March 2017.

At its March 2016 meeting, the Board requested the Co-Chairs to consult with members and alternate members of the Board on the establishment of the Appointment Committee as a standing committee of the Board (decision B.12/08). At its December 2016 meeting, the Board extended the consultations on this mandate and requested the Co-Chairs to summarize the outcome of their consultations and propose a draft decision in a written report (decision B.15/02).

Regarding oversight, under the TORs of the IIU and the IRM substantial work is overseen by the Ethics and Audit Committee of the Board. No such oversight mechanism has been established for the IEU, and it is directly overseen by the Board.

Regarding the performance review of the Heads of the IUs, a mandate was given to the Co-Chairs of the Board to develop the performance criteria and evaluation procedure for the IU Heads for approval by the Board (decision B.17/12). However, the Board has not yet adopted any formal mechanism to carry out performance reviews for the Heads of the IUs.

The Co-Chairs are therefore seeking, through this consultancy assignment, to receive recommendations on a mechanism for oversight of the IUs that is based on established practice in similar international organizations yet tailored to the unique structure of GCF. In relation to this, they also seek a recommendation on a formal mechanism for the performance review of the IU Heads, including recommendations on performance criteria and evaluation procedure.

The Co-Chairs also seek to explore the possibilities for Board adoption of operational guidelines to clarify responsibilities, reporting lines, and decision-making authority between the Secretariat and the IUs to safeguard the independence of the IUs while at the same time enabling effective operation of the IUs by making use of services provided by the Secretariat. Specific areas requiring clarification include administrative matters at large, such as procurement, travel and leave of the Heads of the IUs as well as some corporate functions, such as legal services, that should be given an overarching institutional approach. Additionally, the consultant is expected to address the administrative arrangements between the Secretariat and the IUs such that the independence of all bodies remains robust with regard to substantive matters and yet each can fulfil their respective functions and roles.

III. Objective

The Co-Chairs of the Board are seeking to recruit a Specialist Consultant to provide recommendation for; (i) the design of a mechanism for the oversight of the IUs; (ii) the performance review of the Heads of the IUs, including review criteria; (iii) the framework administrative arrangements between the IUs and the Secretariat; and, (iv) a draft Board decision considering (i)–(ii).

IV. Duties and responsibilities

The Specialist Consultant will report to the Co-Chairs of the Board. They will be required, in furtherance of section II above, to:

- Conduct interviews throughout GCF, including the Board, Secretariat, and IUs, to comprehensively identify the issues, within the scope of this TOR, that must be addressed and provide a comprehensive analysis and a way forward that takes internal stakeholders' views into account;
- Undertake a comparative analysis of oversight and performance review policies of IUs of such relevant international organizations, including other multilateral or international funds and institutions, to guide GCF in developing its own formal policy and if deemed necessary conduct interviews with officials in relevant international organizations and other relevant external stakeholders to obtain information on their thinking and experience with regard to the tasks under this TOR and the issues they raise;
- Reflect and incorporate current GCF work related to the oversight process as well as ongoing established work between the IIU and the IRM and the Ethics and Audit Committee;
- Produce a comprehensive report, with recommendations for the design of; (i) a mechanism for the oversight of the IUs; (ii) a performance review process of the Heads of the IUs, including review criteria; (iii) the framework for administrative arrangements between the IUs and the Secretariat; and, (iv) draft Board decision considering (i)–(ii); and
- Performing other related duties, as required, in support of the oversight review.

V. Timeline and budget

The Consultant will be expected to work remotely, but certain aspects of the assignment will require periods of work onsite at GCF Headquarters in Songdo, Incheon, Republic of Korea. The Secretariat will communicate and assist with any travel requirements relating to the work. It is estimated that the Consultant needs 45 days over a period from 17 November to 15 February 2019 to carry out the assignment. The result of the work shall be presented no later than 15 February 2019 with a proposal for element (i) expected to be presented no later than 12 December 2018 and for element (ii) no later than 31 December 2018.

VI. Required experience and qualifications

- Master's degree in international development, international affairs, international organizations, international law, governance, human resources management, or other relevant degrees;
- Minimum of ten years of relevant professional experience;
- Professional knowledge and/or relevant experience regarding policies and practice of international organization/s, especially with regard to the relationship between IUs and secretariat/management and IUs and the governing body of such institutions/organizations;
- Experience working in independent evaluation, integrity, and/or redress mechanisms, and/or preparing similar reports is preferred;
- Ability to work independently and under pressure with a high level of accuracy;
- Excellent writing, presentation and communication skills;
- Strong interpersonal skills and highly developed cultural sensitivity in communicating with all levels of staff and external stakeholders, both orally and in writing;



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- Experience consulting and building consensus among diverse stakeholders;
 - Good problem-solving aptitude and creativity; and
 - Fluency in English is essential; knowledge of another United Nations language is an advantage.

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

In order to maintain objectivity and independence during this assignment, consultants should declare any professional or personal connections with any GCF staff or Board members.

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: “Specialist Consultant-re-advertised”

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

Shortlisting will start on 1 November 2018 and will continue until the position is filled.