

Annex III: Indicative timeline of the entire process on the appointment of the heads of the accountability units

Date/Deadline	Content	Action
B.10 (6-9 July 2015)	Document GCF/B.10/09 considered and approved by the Board	Board decision
By 17 July 2015	Request for proposal for the recruitment firm to be published online	
By 17 August 2015	Receive bids from the recruitment firm	
End of August 2015	Secretariat presents to the Committee a comparison of salary levels for comparable positions at other specialized global funds	
End of September 2015	Board approves the appointment of the recruitment firm based on the recommendation of the Appointment Committee, through an in-between meetings Board decision	In-between meetings Board decision
Early October 2015	Contract with recruitment firm to be signed	
B.11 (November 2015)	Board approves the salary of the three heads of the accountability units, based on the recommendation of the Appointment Committee	Board decision
November 2015 - January 2016	Follow the "selection process" on shortlisting: Review of the applications by the recruitment firm, including: creation of a long-list of 20-25 candidates for each position, followed by more detailed information gathering; development of a short-list of approximately 6-10 candidates for each position; recruitment firm to conduct first interviews with the short-list of candidates (approximately 6-10), creation of a final interview list of five candidates for second-round interviews with the Committee	Appointment Committee oversees the process and will be actively involved when interviewing the final five interview candidates prior to the recommendation to the Board
January - February 2016	Secretariat to support the Committee in developing the performance criteria and measurement procedure for the heads of units; Board approves the performance criteria and measurement procedure for the heads of units, based on the recommendation of the Appointment Committee, through an in-between meetings Board decision	In-between meetings Board decision
January - February 2016	The Appointment Committee recommends to the Board the final list of two candidates for each position, by ranking of preference to the Board	
B.12 (March 2016)	The Board appoints the three heads of the accountability units	Board decision