

## Annex IV: Terms of reference of the recruitment firm

### Terms of reference

#### A. Introduction

1. The Appointment Committee established by the Board will oversee the recruitment process for the heads of three accountability units:
  - (a) The Independent Evaluation Unit;
  - (b) The Independent Integrity Unit; and
  - (c) The Independent Redress Mechanism.
2. It will engage a recruitment firm to provide advisory and administrative support. It is expected that the recruitment process will be completed no later than the twelfth meeting of the Board.
3. The Secretariat will provide the Committee with logistical and administrative support.
4. These terms of reference (TOR) seek to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this TOR. The authority to decide on the selection of a recruitment firm rests with the Board.

#### B. Objective of the assignment

5. The objective of the assignment is to ensure an open, transparent and non-biased recruitment process of the heads of the accountability units, by providing longlists, shortlists and final interview lists of qualified applicants to the Appointment Committee.

#### C. Scope and focus of the assignment

6. The successful recruitment firm will be responsible for the screening process (longlisting and shortlisting), and for supporting the Appointment Committee in final listing. The Secretariat will maintain oversight over the outsourced recruitment services in order to ensure compliance with the Green Climate Fund's (the Fund's) recruitment policies and procedures.
  - (a) **Job categories to be covered: Head of the following accountability units:**
    - (i) The Independent Evaluation Unit;
    - (ii) The Independent Integrity Unit; and
    - (iii) The Independent Redress Mechanism.
  - (b) **Activities to be undertaken by the firm under the direction of the Appointment Committee:**
    1. Phase I - Attracting and communicating with candidates
      - (i) Review the job description of the position and ensure that the selection criteria are properly formulated;
      - (ii) Assist in developing and advertising the vacancy notice for the position in appropriate media;
      - (iii) Receive and keep record of all applications;
      - (iv) Act as the contact point for those seeking information and/or proposing candidates;

- (v) Communicate, where appropriate, with the applicants; and
  - (vi) Proactively approach/contact professionals that could be a good fit in order to seek their interest in applying for the positions or refer the recruitment firm to other potential candidates.
2. Phase II - Supporting the work of the Appointment Committee
- **Establishment of the longlist of candidates (20-25) for each position**
    - (i) Develop a role specification for each position based on the terms of reference of the Heads of the Independent Evaluation Unit, the Independent Integrity Unit and the Independent Redress Mechanism of the Fund with guidance from the Appointment Committee;
    - (ii) Review all applications received; and
    - (iii) Present to the Appointment Committee for its approval a longlist of 20-25 candidates for each position as well as appropriate background information (that can be gathered without contacting the potential candidates).
  - **Establishment of the shortlist of candidates (approximately 6-10) for each position**
    - (i) Interview all individuals on the shortlist of 6-10 candidates for each position, supplemented by information gathering via telephone, videoconference or in person (where appropriate) and by other means;
    - (ii) Conduct appropriate reference checks and further screening of all shortlist candidates, and present the Appointment Committee with verbal and written comments; and
    - (iii) Assist the Appointment Committee in establishing a final interview list of approximately five candidates that will be evaluated further.
  - **Establishment of the final interview list of candidates (approximately 5) for each position**
    - (i) Facilitate the interviews of the five final interviewees, including drafting probing interview questions and scoring templates for the Appointment Committee; and
    - (ii) Prepare a report on the minutes of the interviews conducted for consideration by the Appointment Committee in its deliberations.
  - **Establishment of the final list of candidates (two only) for each position**
    - (i) Assist the Appointment Committee in establishing the final list of two candidates in order of preference for each position; and
    - (ii) Assist the Appointment Committee in preparing a detailed final report to be presented to the Board for decision.

## D. Outputs

7. To provide, as a result of the above:
- (a) A longlist of 20-25 candidates for each position;
  - (b) A shortlist of candidates for each position;
  - (c) A final interview list of candidates for each position;
  - (d) Support to the Committee to produce a final list of two candidates for each position;
  - (e) Complete data and brief comments on the longlist of 20-25 candidates for each position;

- (f) A report on the minutes of the interviews conducted by the recruitment firm for establishing the final interview list of candidates for each position;
- (g) Drafting of probing interview questions and scoring templates for the Appointment Committee and preparing a short report on the interviews of the final list of candidates; and
- (h) Preparing a detailed final report, in collaboration with the Appointment Committee, on the final list of candidates and the recruitment process.

### **E. Monitoring and progress controls, including reporting requirements**

- 8. The recruitment firm shall work closely with the Fund's Human Resources (HR) team. The Appointment Committee, through HR, will provide overall supervision for the assignment.

### **F. Duration of the consultancy**

- 9. This consultancy is expected to take up to a maximum of six months starting from the date of signature of the contract by both parties, subject to adjustments as required.
- 10. Negotiation is up to signature of the contract by selected candidates. There will be a performance payment linked to successful appointments by the Board. If a candidate resigns or is let go within one year of taking up his or her role, the recruitment firm will have to find a replacement without charge.