

## **Annex V: Terms of reference of the Head of the Independent Evaluation Unit<sup>1</sup>**

### **Head of the Independent Evaluation Unit**

#### **Republic of Korea**

#### **Role**

The Head of the Independent Evaluation Unit (IEU) will work, pursuant to paragraph 60 of the Governing Instrument, as an operationally independent unit, in accordance with the approved terms of reference of the unit as contained in Annex III to decision B.06/09. The Head will be selected by, and will report to, the Board. He/she will conduct periodic independent evaluations of the Green Climate Fund's (the Fund's) performance in order to provide an objective assessment of the Fund's results and to capture lessons learned, including its funded activities and its effectiveness and efficiency.

The tenure of the Head of the IEU will be for three years, renewable once. The incumbent can be removed only by decision of the Board.<sup>2</sup> The Board may decide to terminate the contract based on the evaluation of the performance of the Head of the IEU in relation to an agreed performance-based contract. His/her conditions of appointment will be decided by the Board upon recommendation by the Appointment Committee. To preserve operational independence, upon termination of service as the Head of the IEU, he/she shall not be eligible for any type of employment by the Fund within one year of the end of his/her appointment. The Head of the IEU will be subject to the Staff Code of Conduct and any applicable policy on ethics and conflicts of interest with the Board or its designee as an oversight body. He or she will be based at the Fund's headquarters in Songdo, Republic of Korea, and the position will be a full-time one.

#### **Duties and responsibilities**

The Head of the IEU will report to the Board and, for administrative purposes only, to the Executive Director<sup>3</sup> and be responsible for:

- Leadership and management of the unit, including the authority to make appointments and manage staff of the unit;
- Conducting or managing, by contracting consultants, evaluations using as much as possible internally generated data streams and analytical outputs, and applying evaluation standards and practice in accordance with best international practice and standards. The use of technical expert panels or similar mechanisms may be appropriate, as recommended in the case of the Global Environment Facility by the peer review of its evaluation function. The Head of the IEU will ensure that evaluation team members do not have conflicts of interest with respect to the activities in whose evaluation they will be involved;

<sup>1</sup> The Head of the IEU will carry out the functions and responsibilities described in the terms of reference for her/his unit as outlined in Annex III to decision B.06/09, which include, but are not limited to, the functions described in this Annex.

<sup>2</sup> Decision B.06/09, Annex III, paragraph 3.

<sup>3</sup> In respect of certain overhead functions such as information technology, legal, human resources, etc. (excluding performance review).

- Making recommendations to improve the Fund's performance, in the light of the unit's evaluations, including in particular to the Fund's performance indicators and its results management framework;
- Attesting to the quality of the Fund's self-evaluations conducted by the Secretariat;
- Synthesizing and sharing the findings and lessons learned from the unit's evaluations with key internal and external audiences in order to inform decision-making by the Board and the Executive Director, as well as among accredited entities;
- Proposing a budget for meeting the annual expenses of the unit, to ensure its financial independence, which will be considered and approved by the Board;
- Proposing detailed guidelines and procedures governing the work of the IEU to be approved by the Board. The procedures will be updated as necessary and approved by the Board so as to always ensure that the procedures allow for the work of the IEU to be carried out efficiently and in a cost-effective manner while meeting best international standards;
- Participating actively in relevant evaluation networks in order to ensure that the IEU is at the frontier of results, evaluation and learning practice and that it benefits from relevant initiatives undertaken by other evaluation units;
- Establishing close relationships with the independent evaluation units of the accredited entities of the Fund, and seeking to involve them in their activities and to share learning wherever feasible and appropriate;
- Providing recommendations to accredited entities on how to design projects/programmes and monitoring of those activities so as to improve the ability of the IEU to provide quality evaluation of the Fund's activities;
- Defining the independent evaluation policy contributing to the Fund's knowledge management process;<sup>4</sup>
- Developing and updating the independent evaluation policy of the Fund, as reiterated in Annex IX to decision B.08/07;
- The independent evaluation work is separate from the day-to-day monitoring and evaluation (M&E) work of the Secretariat as per paragraph 23 (j) of the Governing Instrument;
- In addition to synthesizing the findings and/or lessons learned, disseminating/communicating results with relevant audiences;
- Developing plans to ensure that evidence informs learning across the Fund;
- Establishing close relationships with the equivalent units of the accredited entities in order to avoid duplication of their respective activities, and sharing lessons learned to ensure continuous learning;
- Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change for the purposes of periodic review of the Financial Mechanism of the Convention; and
- Preparing and submitting periodic progress reports to the Board, as and when required, and an annual report that will also be disseminated to the public.

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<sup>4</sup>Annex IX to decision B.08/07.

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### **Required experience and qualifications**

- An advanced university degree in law, economics, development studies, climate change or a related field (Masters or higher);
- Relevant professional experience, including at least seven years at senior management level;
- Demonstrated expertise in project and programme evaluation;
- Good organizational skills;
- Expert experience in drafting detailed guidelines and procedures;
- Experience in setting up and executing a budget;
- Proven analytical skills with creative solutions to challenges;
- Demonstrated experience in prioritizing multiple assignments, meeting tight deadlines, and a willingness to be flexible with minimal staff in a fast-paced environment;
- Exceptional relationship and communication management skills;
- Exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility and motivate colleagues;
- A demonstrated strong track record in leading the recruitment and development of a team;
- Sensitivity to political, and respect for cultural, factors;
- Fluency in English is essential; knowledge of another United Nations language is an advantage;
- Experience in, or working with, developing countries;
- Good knowledge/experience of relevant independent evaluation networks and the broader M&E landscape;
- Experience in leading and managing a diverse team with a broad range of technical skills;
- Experience in drafting and delivering evidence plans that are aligned with and support organizational learning;
- Strong project management skills;
- Strong gender skills and experience in order to embed gender within all evaluations of the Fund; and
- Enjoy an impeccable reputation of honesty and integrity and be widely respected and regarded for his/her competence and expertise.

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