

Annex VI: Terms of reference of the Head of the Independent Integrity Unit¹

Head of the Independent Integrity Unit

Republic of Korea

Role

The Head of the Independent Integrity Unit (IIU) will work, pursuant to paragraph 68 of the Governing Instrument, in accordance with the approved terms of reference of the unit as contained in Annex IV to decision B.06/09. The Head will be selected by, and will report to, the Board or its designee. The Head will work with the Secretariat at its headquarters in Songdo, Republic of Korea, to investigate allegations of fraud and corruption and other prohibited practices (coercive and collusive practices, abuse, conflict of interest and retaliation against whistle-blowers) in line with best international practices and in close coordination or cooperation with relevant counterpart authorities. The IIU will enjoy independence in the exercise of its responsibilities; and in order to conduct an investigation, it will have full access to all relevant Green Climate Fund (Fund) documents and data, including electronic data. During the course of its work, the IIU will need to work closely with the Secretariat. The IIU will actively participate in relevant networks of integrity department/units to ensure that it is at the frontier of relevant practice and that it benefits from initiatives undertaken by the integrity units of other international organizations. The IIU will establish close relationships with the integrity units of the accredited entities, endeavour to work with them and rely on them as much as possible. However, it will not be precluded from conducting its own investigations.

The tenure of the Head of the IIU will be for three years; renewable once. In order to ensure the independence of the office, the incumbent may not be removed from office during his/her term, except for malfeasance or mental incapacitation.² The Board may decide to terminate the contract based on the evaluation of the performance of the Head in relation to an agreed performance-based contract. The Head of the IIU 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 IIU will be subject to the Staff Code of Conduct and any applicable policy on ethics and conflict of interest with accountability to the Board

Duties and responsibilities

The Head of the IIU will report to the Board and, for administrative purposes only, to the Executive Director³ and be responsible for:

- Leadership and management of the unit, including the authority to make appointments and manage staff of the unit;
- Serving as the point of contact for all alleged and suspected incidents of integrity violation, as defined in these terms of reference, including fraud and corruption, involving any Fund activity, including actions by its staff members, corporate

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

² Decision B.06/09, Annex IV, paragraph 21.

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

procurement by the Fund, and activities (including projects and programmes) using Fund resources directly or indirectly;

- Proposing a policy for cross-debarment with peer organizations to mutually enforce each other's debarment actions, with respect to the four harmonized sanctionable practices, i.e. corruption, fraud, coercion and collusion;
- Registering all complaints and reviewing them to determine whether they fall under the authority of the IIU;
- Proposing a budget for meeting the annual expenses of the unit to ensure its financial independence;
- Proposing detailed guidelines and procedures governing the work of the IIU to be approved by the Board. The procedures to be followed will be in a cost-effective manner while meeting best international standards;
- Adopting appropriate procedures to determine whether an integrity violation has occurred;
- Examining and determining the veracity of alleged or suspected integrity violations against accredited entities, project executing entities, contractors, consultants, service providers or other external stakeholders, or against the Fund's staff members; reporting the unit's investigative findings to the Secretariat and/or the Ethics and Audit Committee (EAC), and making recommendations, as appropriate, that are derived from the unit's findings;
- With reference to complaints regarding any activities using Fund resources directly or indirectly or in connection with corporate procurement, providing the Secretariat with advice on remedial actions;
- With reference to the staff of the Fund, investigating allegations of staff misconduct, involving violations of the Staff Code of Conduct; cooperating and coordinating with the Executive Director in the conduct of investigations; and reporting the unit's findings to the Executive Director for decision on disciplinary actions;
- With reference to the Executive Director, bringing to the attention of the Co-Chairs and the Ethics and Audit Committee the findings on any investigation involving misconduct or integrity violations;
- In consultation with the Executive Director and other designated officials of the Fund, developing policies, procedures and controls in order to mitigate the opportunities for integrity violations in the Fund's activities, including activities implemented through accredited entities, to ensure that all staff, external stakeholders and accredited entities adhere to the highest integrity standards; and documenting all investigative findings and conclusions;
- Developing policies for Board approval so as to address anti-corruption and counter the financing of terrorism;
- Providing the Ethics and Audit Committee with the information that the Committee may reasonably request for it to fulfil its role pursuant to its terms of reference, in particular concerning the issues of Board conflicts of interest, confidentiality and ethics;
- Reporting to the Board on the unit's activities, including summary investigative findings and any remedial action decided upon by the EAC in the case of external stakeholders, or by an accredited entity;
- Establishing close relationships with the equivalent unit of the accredited entities in order to avoid duplication of their respective activities, and sharing lessons learned to ensure continuous learning;

- In collaboration with the Secretariat and the Executive Director, promoting awareness of the Fund's integrity standards, including to all accredited entities and executing entities;
- Consulting and collaborating with multilateral funds, international finance institutions and other relevant parties so as to share experience and insight on how best to address integrity violations;
- Coordinating with relevant national and international counterpart authorities during the investigation of alleged or suspected integrity violations, when considered appropriate and authorized by the Secretariat;
- Considering and recommending for Board approval, the participation in arrangements between multilateral funds and international financial institutions on integrity matters; and
- Preparing and submitting an annual report to the Board, summarizing the unit's activities.

Required experience and qualifications

- An advanced university degree in law or a related field (Masters or higher);
- Relevant professional experience, including at least seven years at senior management level;
- 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 as well as strong skills in handling communication;
- 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;
- Strong gender skills, sensitivity to political, and respect for cultural, factors;
- Fluency in English is essential; knowledge of another United Nations language is an advantage;
- Experience and a proven track record in conducting integrity investigations and leading an integrity unit; 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.