

Annex VII: Terms of reference of the Head of the Independent Redress Mechanism¹

Head of the Independent Redress Mechanism

Republic of Korea

Role

The Head of the Independent Redress Mechanism (IRM) will work pursuant to paragraph 69 of the Governing Instrument, in accordance with the approved terms of reference of the unit as contained in Annex V to decision B.06/09. The Head of IRM will receive complaints related to the operation of the Fund and will evaluate and make recommendations on the complaints received. The IRM is not intended to be a court of appeal or a legal/adjudicating mechanism. It is a mechanism within the Fund that will address the reconsideration of funding decisions in accordance with decision 5/CP.19, annex, paragraphs 6–10. The IRM will be open, transparent and easily accessible. It will also address any grievances and complaints submitted by communities and people who have been directly affected by adverse impacts through the failure of a project or programme funded by the Green Climate Fund (the Fund) in order to implement the Fund's operational policies and procedures, including its environmental and social safeguards.

The tenure of the Head of the IRM will be for three years; renewable once. He/she will be based at the Fund's headquarters in Songdo, Republic of Korea. The position will be a full-time one. His/her conditions of appointment will be decided by the Board upon recommendation by the Appointment Committee.

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. His/her conditions of appointment will be decided by the Board upon recommendation by the Appointment Committee. The Head of the IRM shall not be eligible for any type of employment by the Fund within one year of the end of his/her appointment. He or she 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.

Duties and responsibilities

The Head of the IRM will be responsible to the Board for all substantive work. However, for administrative purposes only, he/she will report to the Executive Director,³⁴ and be responsible for:

- Leadership and management of the unit, including the authority to make appointments and manage staff of the unit;
- Addressing the reconsideration of funding decisions in accordance with decision 5/CP.19, annex, paragraphs 6-10;

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

² Decision B.06/09, Annex V, paragraph 11.

³ Decision B.06/09, paragraph 16.

⁴ In respect of certain overhead functions such as information technology, legal, human resources, etc. (excluding performance review).

- 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 IRM to be approved by the Board. The procedures to be followed will be iterative, whereby expeditious and cost-effective redress of grievances and resolution of complaints can be facilitated;
- Treating all stakeholders in a fair and equitable manner. While ensuring transparency and fairness, the IRM will be cost-effective, efficient and complementary to other supervision, audit, quality control, monitoring and evaluation, and independent evaluation systems of the Fund as well as those of accredited entities;
- Following international best practices;
- Dealing with grievances or complaints filed by communities and people who have been directly affected by adverse impacts through the failure of the project or programme funded by the Fund in order to implement the Fund's operational policies and procedures, including its environmental and social safeguards, or the failure of the Fund or its accredited entities to follow such policies;
- 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;
- Making recommendations to the Board after allowing the necessary time for Management to provide response to inputs to make changes to operational policies and procedures. Both IRM findings and Management's response will be concomitantly submitted to the Board;
- Monitoring whether the decisions taken by the Board following IRM recommendations have been implemented; 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.

Required experience and qualifications

- An advanced university degree in law, environment, social development, development studies, economics or a related field (Masters or higher);
- Relevant professional experience, including at least seven years at senior management level;
- Good organizational skills;
- Experience working in human rights;
- Experience working with social and environmental safeguards and standards used by international organizations which can be applied in a variety of settings;
- Experience working with vulnerable and indigenous communities and evidence of strong gender skills;
- Expert experience in drafting detailed guidelines and procedures associated with the adverse impacts arising from the implementation of projects;
- Experience in setting up similar accountability units, including hiring staff and formulating a budget;

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- 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;
 - 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 dealing with grievances or complaints made by affected communities in relation to investments made by international organizations;
 - Enjoy an impeccable reputation of honesty and integrity and be widely respected and regarded for his/her competence and expertise; and
 - Proven analytical skills with creative solutions to challenges.

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