

## **Annex VIII: Terms of reference of the independent executive search firm**

### **I. Introduction**

1. The Executive Director Selection Committee (EDSC) established by the Board will oversee the recruitment process for the Executive Director.
2. It will engage a recruitment firm with demonstrated experience within the international system to provide advisory and administrative support. It is expected that the recruitment process will be completed by the twenty first meeting of the Board.
3. The Secretariat will provide the EDSC with logistical and administrative support.
4. This request for proposal (RFP) seeks to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this RFP. The authority to decide on the selection of a recruitment firm rests with the EDSC.

### **II. Objective of the assignment**

5. The objective of the assignment is to ensure an open and transparent recruitment process of the Executive Director, by providing long lists, short lists and a final list of at least three qualified applicants.

### **III. Scope and focus of the assignment**

6. The successful recruitment firm will be responsible for the screening process (long listing, short listing and final listing). The Fund will maintain oversight over the outsourced recruitment services in order to ensure compliance with the Fund's recruitment policies and procedures.
7. Job categories to be covered: Executive Director

### **IV. Activities to be undertaken by the firm under the direction of the EDSC**

#### **4.1 Phase I: Attracting and communicating with candidates**

- (a) Review the job description of the position and ensure that the selection criteria are properly formulated;
- (b) Develop a role specification for the position based on the job description of the Executive Director with guidance from the EDSC;
- (c) Develop and launch the vacancy advertisement in appropriate media including social media;
- (d) Receive and keep record of all applications;
- (e) Act as the contact point for those seeking information and/or proposing candidates;
- (f) Communicate, where appropriate, with the applicants; and

- (g) Conduct an executive search for candidates, using networks, rosters, referrals and other appropriate means, striving for a balance between developed and developing country candidates and gender balance at all stages of the selection process.

## 4.2 Phase II: Supporting the work of the EDSC

### 4.2.1 **Establishment of the first cut list of candidates (twenty to twenty-five) for the position**

- (a) Review all applications received;
- (b) Screen all applications against the requirements of the post, by CV review and any other information that can be gathered without contacting the candidates; and
- (c) Present to the EDSC for its approval the first cut list of 20-25 candidates as well as appropriate background information.

### 4.2.2 **Establishment of the long list of candidates (approximately twelve)**

- (a) Assess all individuals on the first cut list of 20-25 candidates, by all reasonable means, for example CV and application review, discussion with candidates, informal references and interviews. Present the EDSC with the first cut list of 20-25 candidates with verbal and written comments; and
- (b) Assist the EDSC in establishing a long list of candidates (approximately 12 candidates) that will be further evaluated.

### 4.2.3 **Establishment of the short list of candidates (approximately six)**

- (a) Conduct appropriate reference checks and further screening on all the long list of candidates (approximately 12), and present the EDSC with a detailed report, including all available background information, detailed curricula vitae and references;
- (b) Assist the EDSC in establishing a short list of candidates (approximately six) that will be further evaluated;
- (c) Assist the EDSC's interviews with the short list candidates, including drafting suitable and effective interview questions;
- (d) Attend the interviews and prepare a report with the minutes of the interviews conducted, for consideration by the EDSC.

### 4.2.4 **Establishment of the final list of candidates (at least three)**

- (a) Assist the EDSC in establishing the final list of three candidates which may include ranking by preference, to be presented to the Board for final approval;
- (b) Assist the EDSC to interview the final list of at least three candidates, including drafting probing interview questions and preparing a scoring sheet for the EDSC and preparing a short report;
- (c) Assist the EDSC in preparing a detailed final report to be presented to the Board for decision;
- (d) Keep close communication with all the candidates, present the Green Climate Fund in the best possible light as an attractive employer; and
- (e) Respond to all questions and concerns in a timely way, and keep all candidates informed about the progress of their candidacy.

## **V. Outputs**

8. To provide, as a result of the above:
  - (a) A first cut list of 20-25 candidates;
  - (b) Assist the EDSC to select a long list of 12 candidates;
  - (c) Assist the EDSC to select a short list of 6 candidates;
  - (d) Assist the EDSC to select final list of candidates;
  - (e) Complete data and brief comments on the first cut list of 20-25 candidates;
  - (f) A report on the process to establish the long list of candidates;
  - (g) A report on the interviews conducted for establishing the short list of candidates;
  - (h) Draft interview questions and a scoring grid for the EDSC and prepare a report on the interviews of the final list of candidates; and
  - (i) Prepare a detailed final report, in collaboration with the EDSC, on the final list of candidates and the recruitment process.

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

9. The recruitment firm shall work closely with the EDSC. It will only have contact with the Fund's Secretariat for purely administrative purposes.

## **VII. Confidentiality**

10. All details of this assignment, candidates, selection processes, discussions, interviews etc. must be kept entirely confidential. The consultants are expected to understand the sensitive nature of this assignment and act accordingly.

## **VIII. Duration of the consultancy**

11. This consultancy is expected to take up to a maximum of four months starting from the date of signature of the contract by both parties, subject to adjustments as required.
12. The contract ends at the point of signature of the contract by selected candidate. If the candidate resigns or is let go within one year of taking up his or her role, the recruitment firm is obliged to find a replacement without charging a fee.