

## **Annex II: Terms of reference of the Selection Committee and the EAC selection process**

### **I. Role and functions**

1. The role of the Selection Committee and the EAC, in this context, is to assist the Board in discharging its responsibilities, in accordance with the Governing Instrument, regarding the appointment of the Heads of the Independent Units.
2. In particular, and without limitation, the Selection Committee and the EAC are to, with respect to the positions for which it is undertaking the selection process:
  - (a) Actively engage with the procured selection firm in order to assess the candidates according to the indicative profile included in the Terms of Reference of each position;
  - (b) Recommend, for consideration and decision-taking by the Board, a short-list of no more than two candidates, for appointment as Head of the Independent Evaluation Unit, Head of the Independent Investigation Unit and Head of the Independent Redress Mechanism, based on the selection and appointment processes undertaken as described in paragraph 3 below;
3. The process for the presentation of the two candidates for each position to the Board will be as follows: the Selection Committee and EAC will, with respect to the positions for which it is undertaking the selection process:
  - (a) With the support of the Secretariat, issue a vacancy advertisement to be published by the GCF and the search firm, including through a notification to all governments (through national designated authorities/focal points and United Nations Framework Convention on Climate Change national focal points);
  - (b) Review of the applications by the independent recruitment firm, including:
    - (i) Establish a long list of 20-25 candidates;
    - (ii) Following further review, establish a short list of approximately 6-10 candidates;
    - (iii) Conduct of first interviews, with a final interview list of approximately 5 candidates;
    - (iv) Prepare a detailed final report, including a recommendation of no more than 2 final candidates to be presented to the Board for decision; and
    - (v) Strive to ensure a balance of candidates from developed and developing countries as well as gender balance on the long list, and short list of candidates.
    - (vi) The Committees, with the support of the independent recruitment firm, will then prepare a detailed final report, including a recommendations of no more than 2 final candidates for each position, to be presented to the Board for decision.
4. In the case the Selection Committee and EAC do not reach consensus on a shortlist of suitable candidate for any of the three positions, the Committees should include in their report to the Board a proposal for the Board's approval for interim arrangements to cover the position and the follow up actions. The Secretariat and the current Heads of the Independent Units, may advise the Committees on that regard.

### **II. Membership**

5. The Selection Committee will comprise:
  - (i) Three developing country Board members or Alternate members; and
  - (ii) Three developed country Board members or Alternate members.

6. In accordance with the Board Guidelines on the Participation of Advisers, one advisor may support each Committee member.
7. The Selection Committee is to appoint one of the members as Chair to facilitate the deliberations and execution of their duties, for the duration of the work.
8. For the selection process to recruit the Heads of the IEU, the Selection Committee shall be supported by the Secretariat.
9. For the selection process the Committees will use the standing version of the Terms of References of the Heads of the independent units, unless otherwise instructed by the Board.

### **III. Duration**

10. The Selection Committee will be an *ad hoc* committee of the Board and shall function until the earlier of:
  - (a) The conclusion of the selection process of the three Head of the IEU; and
  - (b) The Board having decided to terminate the Ad Hoc Selection Committee.

## **Addendum to the terms of reference of the independent executive search firm**

The contract signed with the service provider procured to carry out the selection of the Head of IEU, should be amended as follows:

### **B. Objective of the assignment**

The objective of the assignment is to ensure an open, transparent and non-biased recruitment process of the Head of the Independent Evaluation Unit, the Head of the Independent Investigation Unit and the Head of the Independent Redress Mechanism by providing longlists, a shortlist and a final interview list of qualified applicants to:

- the Selection Committee for the Head of the IEU; and
- the EAC for the Head of the Independent Investigation Unit and the Head of the Independent Redress Mechanism.

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

This consultancy is expected to take up to a maximum of [twelve] months starting from the date of signature of the contract by both parties, subject to adjustments as required.

## Indicative Timeline

### Selection process:

<b>Date/Deadline</b>	<b>Content</b>	<b>Action</b>
31 March 2022	Decision approved by the Board	Board
Early April	Review of the applications, including detailed information gathering and presentation of the Longlist of 20-25 candidates for IEU Head to the Selection Committee.	Recruitment first
+ 1 month End of April	Advertise the TOR of the Head of IIU and Head of IRM	Secretariat
+ 2 week (after Board decision) Mid-April	Amendment of the contract of the search firm	Secretariat
+ 6 weeks (after contract amendment) Early June	Review of the applications, including detailed information gathering and presentation of the Longlist of 20-25 candidates for IRM/IIU Head to the EAC	Recruitment firm
+ 2 months (interviews) Early June	Recruitment firm to conduct first interviews with the short-list of candidates (approximately 6-10 candidates), creation of a final interview list of 5 candidates for second-round interviews Selection Committee for the IEU Head.	Recruitment firm / Secretariat  Selection Committee oversees the process and will be actively involved when interviewing the final five interview candidates prior to the recommendation to the Board
Publication date for B.33 (June)	The Selection Committee recommends to the Board the final list of two candidates for the IEU Head, by ranking of	Selection Committee / Secretariat

	preference to the Board for each position	
B.33	The Board appoints the new Head of the Independent Evaluation Unit	Board
+ 2.5 months (interviews)  Early September	Recruitment firm to conduct first interviews with the short-list of candidates (approximately 6-10 candidates), creation of a final interview list of 5 candidates for second-round interviews with the EAC for each position.	Recruitment firm / Secretariat  EAC oversees the process and will be actively involved when interviewing the final five interview candidates prior to the recommendation to the Board
Publication date for B34	The Selection Committee recommends to the Board the final list of two candidates for the IIU and IRM Heads, by ranking of preference to the Board for each position	EAC / Secretariat
No later than B.34 (tentatively scheduled for early October)	The Board appoints the new Head of Independent Investigation Unit and Head of Independent Redress Mechanism	Board