

Annex III: Terms of reference of the performance review of members of the Accreditation Panel

I. Introduction

1. The Accreditation Panel (AP), in accordance with decision B.07/02, paragraph (g), was established as an independent technical panel to advise the Board on matters related to the accreditation of entities to the Green Climate Fund (GCF). Furthermore, the AP is responsible for conducting the accreditation process in accordance with its terms of reference as contained in annex V to decision B.07/02 (annex V to document GCF/B.07/11). The AP is composed of six experts for one term of three years and was endorsed by the Board in decisions B.08/20 and B.BM-2015/01.
2. The GCF endeavours to nurture and develop talent in order to promote the most effective use of their expertise; to determine the quality of their service; to recognize their achievements; and to identify their training and development needs.
3. The Board notes the importance of providing feedback and evaluating performance, in order to facilitate learning and continuous improvement in the day-to-day operations of the AP.
4. The Board proposes to conduct a 360-degree assessment exercise of the AP members (Assesseees). This would help the Assesseees to gain insights on how she/he is perceived by other AP members and stakeholders and have an opportunity to adjust behaviours and develop skills that will enable her/him to excel at her/his role.
5. This Request for Proposals (RFP) seeks to identify an independent external evaluation firm that will undertake the tasks described below.

II. Objective of the assignment

6. The objective of the assignment is to assist and facilitate the performance review of the Assesseees in accordance with the “Guiding principles and methodology for the performance review of members of the Accreditation Panel of the Green Climate Fund” (Annex III to this document).

III. Scope and focus of the assignment

7. The independent consultant or firm would design/offer a powerful development tool to conduct a 360-degree assessment exercise in which the Assesseees would be able to reflect through self-evaluation and receive anonymous feedback from the people with whom she/he works closely as per the “Guiding principles and methodology for the performance review of members of the Accreditation Panel of the Green Climate Fund” (Annex III to this document).
8. In general, the tool will include, but may not be limited to, the following features:
 - (a) Designed to collect objective feedback from:
 - (i) A sampling of members of the Board and alternate Board members;
 - (ii) Relevant individual staff members of the Secretariat;
 - (iii) Other AP members; and
 - (iv) A sample of accredited entities;

- (b) Internet-based administration and data collection;
 - (c) The capacity to administer to any number of respondents mentioned in paragraph 8(a) above;
 - (d) Utmost confidentiality;
 - (e) Detailed report and analysis with ratings, verbatim comments and graphs indicating strengths and areas for development; and
 - (f) Based on research conducted on the performance review processes of similar positions in comparable institutions.
9. The scope of the performance review of the members of the AP will include:
- (a) Understand the organization's mission and the mandate and role of the Assesseees;
 - (b) Identify dimensions/behaviours to be measured with respect to the terms of reference of the Assesseees, as contained in annex V to decision B.07/02, and the "Guiding principles and methodology for the performance review of members of the Accreditation Panel of the Green Climate Fund" (Annex III to this document);
 - (c) Draft and finalize the questionnaire for the 360-degree assessment exercise;
 - (d) Facilitate the steps outlined in the 'Methodology' section of the "Guiding principles and methodology for the performance review of members of the Accreditation Panel of the Green Climate Fund" (Annex III to this document); and
 - (e) Present a detailed report to the Board, through the Secretariat, and to each Assessee.

IV. Deliverables

10. The deliverables include a detailed report that addresses the following matters:
- (a) The criteria for reviewing performance;
 - (b) Review of performance of each members of the AP against the criteria; and
 - (c) Recommendations.

V. Reporting arrangements

11. The detailed report referred to in paragraph 10 above prepared by the independent consultant or firm will be provided to the Board.
12. The independent consultant or firm shall keep the Board regularly updated with respect to progress related to the performance review via the Board or Board-approved representative(s).

VI. Duration of the consultancy

13. The consultancy is expected to take up to a maximum of four weeks starting from the date of signature of contract by both parties, subject to adjustments as required and mutually agreed.
-