

Annex II: Terms of reference of the performance review of the members of the independent Technical Advisory Panel

I. Introduction

1. The Technical Advisory Panel (TAP), in accordance with decision B.07/03, paragraph (f), was established to provide an independent technical assessment of and advice on funding proposals for the Board. As per the terms of reference approved in decision B.09/10, the TAP is comprised of six expert members with balanced representation between developing and developed countries, with gender balance, and with collective expertise covering a range of specialties related to adaptation, mitigation, the private sector, financing, and development and implementation of projects in developing countries. Each TAP member is nominated by the Investment Committee for endorsement by the Board, for a period of three years.
2. The GCF endeavors 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 TAP.
4. The Board proposes to conduct a 360-degree assessment exercise of the TAP members. This assessment will help inform the process of contract renewal and possible parallel recruitment of TAP members, and help the TAP members to gain insights on how she/he is perceived by other TAP members and stakeholders and have an opportunity to adjust behavior 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. The firm will conduct the review in consultation with the Investment Committee, with support from the Secretariat.

II. Objective of the assignment

6. The objective of the assignment is to assist and facilitate the performance review of the TAP members in accordance with the “Guiding principles and methodology for the performance review of members of the Technical Advisory Panel of the Green Climate Fund”.
7. The review should take into account the accountability of the TAP to the Board of the GCF, and be conducted with a spirit of openness and positivity towards giving and receiving feedback.
8. The review shall cover the entire period of each TAP member’s latest 3-year term, which commenced either in August 2018 or in April 2019.

III. Scope and focus of the assignment

9. The independent consultant or firm would conduct a 360-degree assessment exercise in which the members of the TAP would receive feedback on their performance through self-evaluation and anonymous feedback from those who work closely with the member, including members of the Board and alternate Board members, relevant individual staff members of the Secretariat, other TAP members; and a sample of accredited entities.

10. The performance review of the members of the TAP will:
 - (a) Understand the organization's mission and the mandate and role of the TAP members;
 - (b) Identify dimensions to be measured with respect to the updated terms of reference of the TAP, as contained in decision B.BM-2018/.
 - (c) Collect qualitative and quantitative feedback on the TAP members' performance in the relevant assessments in which the TAP member participated, either as lead or secondary reviewer.
 - (d) Include an evaluation of the essential competencies for the role – technical expertise, integrity, ethical behaviour, teamwork, communications, and ability to meet deadlines.
11. The assessment tool will include, but may not be limited to, the following features:
 - (a) Designed to collect objective feedback from:
 - (i) Members of the Board and alternate Board members;
 - (ii) Relevant individual staff members of the Secretariat;
 - (iii) Other TAP members; and
 - (iv) A sample of accredited entities;
 - (b) Internet-based administration and data collection;
 - (c) Utmost confidentiality;
 - (d) Based on performance review processes of similar positions in comparable institutions;
 - (e) Ability to link between the reviewed funding proposals and the respective TAP members in charge of their assessment; and
 - (f) Designed to provide tailored report and analysis with ratings, verbatim comments and graphs indicating strengths and areas for development.
12. The independent consultant or firm will:
 - (a) Collate and review the information from the self-assessment, the review of relevant
 - (b) Funding Proposals' assessments, and the 360-degree assessment exercise;
 - (c) Provide feedback to the individual TAP members, for validation of the results and to give them valuable feedback on how their performance is perceived by other TAP members and stakeholders;
 - (d) Report to the Board the collated information on the performance review of the TAP members at the twentieth meeting of the Board to enable the Board to assess the TAP members' performance and take appropriate action;
 - (e) Keep all personal information absolutely confidential, disclosing only to those who have the agreed privilege to view the data.

IV. Deliverables

13. The deliverables include:
 - (a) A detailed report to be provided to the Board, addressing the following matters:
 - (i) The criteria for reviewing performance;
 - (ii) Review of the performance of each member of the TAP against the criteria; and

- (iii) Recommendations to the Board; and
- (b) An interim report to be provided to the Investment Committee, containing the preliminary results of the performance review.

V. Reporting arrangements

- 14. The independent consultant or firm shall report to the Investment Committee, and keep the Investment Committee regularly updated with respect to progress related to the review.

VI. Duration of the consultancy

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