



**GREEN  
CLIMATE  
FUND**

**Meeting of the Board**  
16 – 19 March 2021  
Virtual meeting  
Agenda item 8

**GCF/B.28/20**

17 March 2021

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# Selection process to recruit the Head of the Independent Evaluation Unit

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## **Summary**

The Board approved the Terms of Reference of the Independent Evaluation Unit in decision B.06/09, annex III, and the Terms of the Reference for the Head of the Independent Evaluation Unit in decision B.10/05, annex V, and as amended in decision B.24/15, annex XXIX.

This document contains a draft decision for consideration by the Board on the selection process to recruit the Head of the Independent Evaluation Unit.

## **I. Introduction**

1. In Board decision B.27/11, the Board took note of the resignation of Ms. Jyotsna Puri as Head of the Independent Evaluation Unit effective from 8 November 2020. In order to ensure the operational of the Unit, the Board subsequently appointed an *Ad Interim* Head of the IEU who has assumed the functions, and has the mandate, of the Head of the Independent Evaluation Unit as provided for in relevant Board decisions.

2. Annex I of this document contains a draft decision of the Board on the selection process to recruit the Head of the IEU. The limited distribution addendum to this document (document GCF/B.28/20/Add.01) contains the additional administrative budget amount for the Board for the year 2021.

## **II. Recommended action by the Board**

3. It is recommended that the Board adopt the decision contained in annex I.

## Annex I: Draft decision of the Board

The Board, having considered document GCF/B.28/20 titled “Selection process to recruit the Head of the Independent Evaluation Unit”:

- (a) Establishes the Selection Committee as an *ad hoc* committee of the Board in accordance with paragraphs 2(g) and 30 of the Rules of Procedure of the Board;
- (b) Appoints as members of the Selection Committee:
  - (i) *[Insert names of the members];*
  - (ii) *...;*
- (c) Adopts the terms of reference of the Selection Committee as set out in annex II;
- (d) Requests the Selection Committee to undertake a review of the Terms of Reference of the Head of the Independent Evaluation Unit<sup>1</sup> and present recommendations, if and where appropriate, for the Board’s consideration and approval no later than at its twenty-ninth meeting;
- (e) Decides that the updated version of the Terms of Reference of the Head of the Independent Evaluation Unit shall be the basis for IEU Head once adopted;
- (f) Adopts the terms of reference of the selection firm as set out in annex III and instructs the Secretariat to start the procurement process as a matter of urgency;
- (g) Authorizes the Selection Committee to engage the services of the independent executive search firm, with due observance of applicable procurement rules;
- (h) Further requests the Selection Committee to present its report containing the recommendations regarding the outcome of the recruitment process in order for the Board to select the Head of the Independent Evaluation Unit at its thirtieth meeting;
- (i) Approves a budget set out in annex I of document GCF/B.28/20/Add.01 for the selection process of the Head of the Independent Evaluation Unit, including the cost of the selection firm as referred to in paragraph (f) of this decision, and requests the Budget Committee to review the budgetary allocation and to oversee its execution.

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<sup>1</sup> B.10/05, annex V, and as amended in decision B.24/15, annex XXIX

## Annex II: Terms of reference of the Selection Committee

### I. Role and functions

1. The role of the Selection Committee is to assist the Board in discharging its responsibilities, in accordance with the Governing Instrument, regarding the appointment of the Head of the Independent Evaluation Unit.
2. In particular, and without limitation, the Selection Committee shall:
  - (a) Undertake a review the Terms of Reference of the Head of the Independent Evaluation Unit <sup>2</sup> and present recommendations, if and where appropriate, for the Board's consideration and approval no later than at its twenty-ninth meeting.
  - (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 Unit based on the selection and appointment processes undertaken as described in paragraph 3 below;
3. The process for the presentation of the two candidates to the Board will be as follows: the Selection Committee will:
  - (a) With the support of the Secretariat and based on the outcome of the procurement process, select and engage an independent recruitment firm, subject to the agreed terms of reference as approved in paragraph (x) of Decision XXXX
  - (b) Issuance of a vacancy advertisement by 18 April 2021, 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),
  - (c) 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 Committee, 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, to be presented to the Board for decision.

### II. Membership

4. The Selection Committee will comprise:
  - (a) Three developing country Board members or Alternate members; and
  - (b) Three developed country Board members or Alternate members.

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<sup>2</sup> B.10/05, annex V, and as amended in decision B.24/15, annex XXIX

5. In accordance with the Board Guidelines on the Participation of Advisers, one advisor may support each Committee member.
6. For the selection process to recruit the Head of the Independent Evaluation Unit, the Selection Committee shall be supported by the Secretariat.
7. For the review of the Terms of Reference of the Head of the Independent Evaluation Unit, the Selection Committee shall be supported by the Independent Evaluation Unit and the Secretariat, as necessary.

### **III. Duration**

8. 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 Head of the Independent Evaluation Unit; and
  - (b) The Board having decided to terminate the Selection Committee.

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

### **I. Introduction**

1. The Selection Committee established by the Board will oversee the recruitment process for the Head of the Independent Evaluation Unit.
2. It will engage a recruitment firm to provide advisory and administrative support. It is expected that the recruitment process will be completed no later than the thirtieth meeting of the Board.
3. The Secretariat will provide the Committee with logistical and administrative support.
4. These terms of reference (TOR) seek to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this TOR. The authority to decide on the selection of a recruitment firm rests with the Selection Committee, based on the outcome of the procurement process undertaken by the Secretariat.

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

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

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

6. The successful recruitment firm will be responsible for the screening process (longlisting and shortlisting), and for supporting the Selection Committee in final listing. The Secretariat will maintain oversight over the outsourced recruitment services in order to ensure compliance with recruitment policies and procedures. (a) Activities to be undertaken by the firm under the direction of the Selection Committee:

#### **3.1 Phase I - Attracting and communicating with candidates**

- (i) Review the job description of the position and ensure that the selection criteria are properly formulated;
- (ii) Assist in developing and advertising the vacancy notice for the position in appropriate media;
- (iii) Receive and keep record of all applications;
- (iv) Act as the contact point for those seeking information and/or proposing candidates;
- (v) Communicate, where appropriate, with the applicants; and
- (vi) Proactively approach/contact professionals that could be a good fit in order to seek their interest in applying for the position or refer the recruitment firm to other potential candidates.

#### **3.2 Phase II - Supporting the work of the Selection Committee**

**3.2.1. Establishment of the longlist of candidates (20-25)**

- (i) Develop a role specification for the position based on the terms of reference of the Heads of the Independent Evaluation Unit, with guidance from the Selection Committee;
- (ii) Review all applications received; and
- (iii) Present to the Selection Committee for its approval a longlist of 20-25 candidates as well as appropriate background information (that can be gathered without contacting the potential candidates).

**3.2.2. Establishment of the shortlist of candidates (approximately 6-10)**

- (i) Interview all individuals on the shortlist of 6-10 candidates, supplemented by information gathering via telephone, videoconference or in person (where appropriate) and by other means;
- (ii) Conduct appropriate reference checks and further screening of all shortlist candidates, and present the Selection Committee with verbal and written comments; and
- (iii) Assist the Selection Committee in establishing a final interview list of approximately five candidates that will be evaluated further.

**3.2.3. Establishment of the final interview list of candidates (approximately 5)**

- (i) Facilitate the interviews of the five final interviewees, including drafting probing interview questions and scoring templates for the Selection Committee; and
- (ii) Prepare a report on the minutes of the interviews conducted for consideration by the Selection Committee in its deliberations.

**3.2.4. Establishment of the final list of candidates (two only)**

- (i) Assist the Selection Committee in establishing the final list of candidates; and
- (ii) Preparing a detailed final report to be presented to the Board for decision.

## **IV. Outputs**

7. To provide, as a result of the above:
- (a) A longlist of 20-25 candidates;
  - (b) A shortlist of candidates;
  - (c) A final interview list of candidates;
  - (d) Support to the Selection Committee to produce a final list of candidates;
  - (e) Complete data and brief comments on the longlist of 20-25 candidates;
  - (f) A report on the minutes of the interviews conducted by the recruitment firm for establishing the final interview list of candidates;
  - (g) Drafting of probing interview questions and scoring templates for the Selection Committee and preparing a short report on the interviews of the final list of candidates; and

- (h) Preparing a detailed final report, in collaboration with the Selection Committee, on the final list of candidates and the recruitment process.

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

8. The Selection Committee, through HR, will provide overall supervision for the assignment.

## **VI. Duration of the consultancy**

9. This consultancy is expected to take up to a maximum of [six] months starting from the date of signature of the contract by both parties, subject to adjustments as required.
10. Negotiation is up to signature of the contract by the selected candidate. There will be a performance payment linked to successful appointments by the Board. If the candidate resigns or is let go within one year of taking up his or her role, the recruitment firm will have to find a replacement without charge.

## Annex IV: Indicative timelines

### Selection process

Date/Deadline	Content	Action
March 2021	Decision approved by the Board	Board
+ 1 week early April	Request for proposal for the recruitment firm to be published online	Secretariat
+ 2 months [early June]	Receive bids from the recruitment firm	Secretariat
+ 2 weeks [mid June]	Selection Committee approves the appointment of the recruitment firm based on the recommendation of the Secretariat	Selection Committee
+1 week [before end of June]	Contract with recruitment firm to be signed	Secretariat
+ 3 months (including advertisement etc.)	Follow the “Selection process” on shortlisting: Review of the applications by the recruitment firm, including: creation of a long-list of 20-25 candidates, followed by more detailed information gathering; development of a short-list of approximately 6-10 candidates; 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 Committee	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
+ 1 week	The Selection Committee recommends to the Board the final list of two candidates, by ranking of preference to the Board	Selection Committee
No later than B.30 (tentatively scheduled for October 5-8)	The Board appoints the new Head of the Independent Evaluation Unit	Board

## Review of the Terms of Reference of the Head of the Independent Evaluation Unit

Date/Deadline	Content	Action
March 2021	Decision approved by the Board	Board
	Selection Committee undertakes review of the TOR	Selection Committee
No later than B.29 (tentatively scheduled for 29 June to 2 July)	Board considers and approves updated TOR, if applicable	Board

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