Annex III: Terms of reference for the selection process for the Head of the Independent Redress Mechanism

I. Introduction

1. These terms of reference detail the process and provide the roles and responsibilities of the Ethics and Audit Committee (EAC), the independent recruitment firm and the Secretariat in implementation of the relevant Board decisions regarding the selection of the Head of the Independent Redress Mechanism (IRM).

II. Role and functions

2.1 Ethics and Audit Committee

2. The role of 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 Head of the Independent Redress Mechanism.

3. One adviser per committee member may support each EAC member.

4. In particular, and without limitation, the EAC is to:

(a) Actively engage with the procured recruitment firm in order to assess the candidates according to the indicative profile included in the Terms of Reference for the Head of the Independent Redress Mechanism;

(b) Recommend, for consideration and decision-taking by the Board, a final list of no more than two candidates, for appointment as Head of the Independent Redress Mechanism, based on the selection and appointment processes undertaken as described in Section III below.

2.1.1 Independent recruitment firm

5. The independent recruitment firm will assist the EAC in accordance with the terms of reference set out in annex IV.

2.1.2 The Secretariat

6. The Department of People and Culture (DPC) will provide procurement and logistical support to the recruitment firm and to the EAC, as appropriate and in consultation and coordination with the committee secretary.

III. Selection process

7. The process for the presentation of the candidate(s) for the position is provided below. The EAC will:

(a) With the support of the Secretariat, issue a vacancy advertisement based on the Terms of Reference (TOR) of the Head of the IRM, 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 the applications which are received, triaged and submitted by the independent recruitment firm, in accordance with the below steps of the process:

(i) Establishing a "long list" of approximately 20-25 candidates;

(ii) Following further review, establishing a "short list" of approximately 6-10 candidates;

(iii) Conducting of interviews, with a "final interview list" of approximately 5 candidates;

(iv) Arranging leadership assessments on the final 1-2 candidate(s) which will be considered by the EAC;

(v) Preparing a detailed final report, including a recommendation of no more than 2 final candidates to be presented to the Board for decision; and

(vi) Striving 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.

(vii) Preparation by the independent recruitment firm of a detailed final report, including a recommendations of no more than two final candidates, to be presented to the Board for decision.

8. In case the EAC does not reach consensus on suitable candidate(s) for the position, the EAC will include in its report to the Board a proposal regarding any changes to ad interim arrangements to cover the position and any follow up actions which may be necessary. The Secretariat may advise the EAC in this regard.

IV. Indicative timeline

Date/Deadline	Action / Output	Responsibility of / Action by
October 2026	Decision approved by the Board	Board
Third week of November 2026	Procurement of the recruitment firm	Secretariat
By 30 November 2026	Advertisement of the job vacancy for the Head of IRM for a period of no less than 3 weeks.	Secretariat Recruitment firm
+ 4-6 weeks (after the deadline for applications) Mid-February 2027	Review of the applications, including detailed information gathering and presentation of the "long list" of 20-25 candidates for Head of the IRM to the EAC	Recruitment firm
No later than 8 weeks (after the deadline for applications) February 2027	Preparing of the "short-list" of 6-10 candidates	EAC, with assistance by the recruitment firm
+ 1 month (interviews) March 2027	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 interviews by the EAC	Recruitment firm / Secretariat EAC oversees the process and will be actively involved when interviewing the final five interview candidates prior to making a recommendation to the Board

Date/Deadline	Action / Output	Responsibility of / Action by
	Recruitment firm to conduct, if requested by the EAC, leadership assessment of the no more than two candidates considered for recommendation by the EAC	Recruitment firm EAC oversees
Publication date for B.47 (end March 2027)	The EAC makes final report and recommendation to the Board of no more than two candidates by ranking of preference (if applicable)	EAC / Secretariat
B.47	The Board appoints the new Head of the Independent Redress Mechanism	Board