Annex IV: Terms of reference for the independent recruitment firm

I. Introduction

1. The Ethics and Audit Committee ("EAC" or "Committee") will oversee the recruitment process for the Head of the Independent Redress Mechanism, in accordance with its terms of reference (TOR) and the TOR for the selection process, as adopted by the Board.

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 forty-seventh meeting of the Board (currently scheduled for end-April 2027).

3. The GCF Secretariat will provide the Committee with logistical and administrative support.

4. This TOR seeks 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 EAC, based on the proposals from the search firms, recommendations from the Department of People and Culture of the GCF Secretariat, and the applicable timeline for procurement process.

II. Objective of the assignment

5. The objective of the assignment is to ensure an open, transparent and unbiased selection process for the Head of the Independent Redress Mechanism, by conducting outreach to active and passive candidates, providing longlists, conducting necessary evaluations and screening, a longlist, shortlist and a final interview list of qualified applicants to the Committee and by managing the process, under the guidance and supervision of the Committee.

III. Scope and focus of the assignment

6. The successful recruitment firm will be responsible for advertising the role, collecting and compiling applications, screening applicants (longlisting and shortlisting), and for supporting the Committee in final listing, organising and facilitating the interviews, conducting leadership assessments of the final list of candidates, notes and reports.

7. The Secretariat will maintain oversight over the outsourced recruitment services in order to ensure compliance with recruitment policies and procedures. The activities to be undertaken by the firm under the direction of the Committee are included below.

3.1 Phase I: Attracting and communicating with candidates

(i) Hold initial conversations with members of the EAC to understand the position and the required profile of the successful candidate in view of the terms of reference, and ensure that the selection criteria are properly formulated;

(ii) Advertise the vacancy notice for the position across appropriate media;

(iii) Receive and keep records 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 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 Head of the Independent Redress Mechanism, with guidance from the Committee;

(ii) Review all applications received; and

(iii) Present to the 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 shortlisted candidates, and present the Committee with verbal and written comments; and

(iii) Assist the 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 (at least 5)

(i) Facilitate the interviews of the final candidates, including drafting probing interview questions and scoring templates for the Committee; and

(ii) Prepare a report on the minutes of the interviews conducted for consideration by the Committee in its deliberations.

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

(i) Assist the Committee in establishing the final list of candidates;

(ii) Conduct, if requested by the EAC, a leadership assessment; and

(iii) Assist the committee in the preparation of a detailed final report to be presented to the Board for its consideration.

IV. Outputs

8. As a result of the above, the firm will provide:

(a) A longlist of 20-25 candidates, with complete data and brief comments on the longlist of 20-25 candidates;

(b) A shortlist of candidates, with complete data and brief comments

(c) A final interview list of candidates;

(d) Support to the Committee to produce a final list of candidates;

(e) A report on the minutes of the interviews conducted by the recruitment firm for establishing the final interview list of candidates;

(f) Drafting of probing interview questions and scoring templates for the Committee and preparing reports on the interviews with the final list of candidates;

(g) Assisting the committee in the scheduling, conduct and document handling for the interviews;

(h) Conducting of a leadership assessment of candidates, as requested; and

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

V. Monitoring and progress controls, including reporting requirements

9. The Committee, including through the Department on People and Culture (DPC), will provide overall supervision for the assignment.

VI. Additional elements

6.1 Duration of the assignment

10. This assignment 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.

6.2 Conditions

11. If the candidate resigns or is terminated for any reason within one year of taking up his or her role, the recruitment firm will be contractually required to find a replacement at no additional cost.