Annex V: Terms of reference for the Head of the Independent Redress Mechanism

Role

The Head of the Independent Redress Mechanism (IRM) will work pursuant to paragraph 69 of the Governing Instrument, in accordance with the terms of reference of the unit as approved by the Board.[1] The Head of IRM will receive complaints related to the operation of the Fund and will evaluate and make recommendations on the complaints received. The IRM is not intended to be a court of appeal or a legal/adjudicating mechanism. It is a mechanism within the Fund that will address the reconsideration of funding decisions in accordance with decision 5/CP.19, annex, paragraphs 6-10. The IRM is open, transparent and easily accessible. It will also address any grievances and complaints submitted by communities and people who have been directly affected by adverse impacts through the failure of a project or programme funded by the Green Climate Fund (the Fund) in order to implement the Fund's operational policies and procedures, including its environmental and social safeguards.

The tenure of the Head of the IRM will be for three years; renewable once. He/she will be based at the Fund's headquarters in Songdo, Republic of Korea. The position will be a full-time one. His/her conditions of appointment will be decided by the Board.

In order to ensure the independence of the office, the incumbent may not be removed from office during his/her term, except for cause.[2] The Board may decide to terminate the contract based on the evaluation of the performance of the Head in relation to an agreed performance-based contract or otherwise in accordance with the terms of the contract.. The Head of the IRM shall not be eligible for any type of employment or contractual engagement with the Fund for one year following the end of his/her appointment. He or she will be subject to, all current and future applicable Board decisions, regulations, policies, guidelines, and instructions of the Fund, including but not limited to, any applicable policy on ethics and conflicts of interest and, insofar as relevant, the Fund's Staff Regulations and Staff Rules.

Duties and Responsibilities

The Head of the IRM will be responsible to the Board for all substantive work. However, for administrative purposes only, he/she will report to the Executive Director,[3,4] and be responsible for:

- Leadership and management of the office, including the authority to make appointments and manage staff of the office;
- Addressing the reconsideration of funding decisions in accordance with decision 5/CP.19, annex, paragraphs 6-10;
- Proposing a budget for meeting the annual expenses of the unit, to ensure its financial independence;
- Applying detailed guidelines and procedures governing the work of the IRM, as approved by the Board, proposing amendments to the Board, as appropriate. The procedures followed are iterative, whereby expeditious and cost-effective redress of grievances and resolution of complaints can be facilitated;
- Treating all stakeholders in a fair and equitable manner. While ensuring transparency and fairness, the IRM will be cost-effective, efficient and complementary to other supervision,

[1] The current terms of reference of the Independent Redress Mechanism were approved by the Board through decision B.BM-2017/10.
[2] Decision B.BM-2017/10, Annex II, paragraph 7.
[3] Decision B.BM-2017/10, paragraph 20.
[4] In respect of certain overhead functions such as information technology, legal, human resources, etc. (excluding performance review).

audit, quality control, monitoring and evaluation, and independent evaluation systems of the Fund as well as those of accredited entities;
- Following international best practices;
- Dealing with grievances or complaints filed by communities and people who have been directly affected by adverse impacts through the alleged failure by the project or programme, funded by the Fund, to implement the Fund's operational policies and procedures, including its environmental and social safeguards, including the alleged failure of the Fund or its accredited entities to follow such polices;
- Establishing close relationships with the equivalent unit of the accredited entities in order to avoid duplication of their respective activities, and sharing lessons learned to ensure continuous learning;
- Making recommendations to the Board after allowing the necessary time for Management to provide response to inputs to make changes to operational policies and procedures. Both IRM findings and Management's response will be concomitantly submitted to the Board;
- Monitoring whether the decisions taken by the Board following IRM recommendations have been implemented; and
- Preparing and submitting periodic progress reports to the Board, as and when required, and an annual report that will also be disseminated to the public.

Required experience and qualifications

- An advanced university degree in law, environment, social development, development studies, economics or a related field (Masters or higher);
- Relevant professional experience, including at least seven years at senior management level;
- Good organizational skills;
- Experience working in human rights;
- Experience working with social and environmental safeguards and standards used by international organizations, which can be applied in a variety of settings;
- Experience working with vulnerable and indigenous communities and evidence of strong gender skills;
- Expert experience in drafting, applying and amending detailed guidelines and procedures associated with the adverse impacts arising from the implementation of projects;
- Experience in setting up and/or managing similar accountability units, including hiring staff and formulating a budget;
- Demonstrated experience in prioritizing multiple assignments, meeting tight deadlines, and a willingness to be flexible with minimal staff in a fast-paced environment;
- Exceptional relationship and communication management skills;
- Exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility and motivate colleagues;
- A demonstrated strong track record in leading the recruitment and development of a team;
- Strong gender skills, sensitivity to political, and respect for cultural, factors;
- Fluency in English is essential; knowledge of another United Nations language is an advantage;
- Experience and a proven track record in dealing with grievances or complaints made by affected communities in relation to investments made by international organizations;
- Enjoys an impeccable reputation of honesty and integrity and be widely respected and regarded for his/her competence and expertise; and
- Proven analytical skills with creative solutions to challenges.

Applications from women and nationals of developing countries are strongly encouraged.