



## Terms of Reference

### Evaluation Assistant Consultant

#### *Independent Evaluation Unit*

### I. Background

The Green Climate Fund (GCF) is a multilateral fund created to make significant and ambitious contributions to the global efforts to combat climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF aims to promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to climate change, while accounting for their needs and supporting particularly those that are vulnerable to the adverse effects of climate change. The GCF is governed by a Board, composed of an equal number of members from developed and developing countries. It is operated by an independent Secretariat headed by an Executive Director.

The Independent Evaluation Office (IEU) of the GCF, is mandated by the GCF Board under paragraph 60 of its governing instrument inform its decision making. Specifically, the governing instrument states “... the Board will establish an operationally independent evaluation unit as part of the core structure of the Fund. The head of the unit will be selected by, and will report to, the Board. The frequency and types of evaluation to be conducted will be specified by the unit in agreement with the Board.”

1. The IEU has several objectives:
  - (a) Informing decision-making by the Board and identifying and disseminating lessons learned, contributing to guiding the GCF and stakeholders as a learning institution, providing strategic guidance;
  - (b) Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities; and
  - (c) Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement for purposes of periodic reviews of the Financial Mechanism.<sup>1</sup>

The IEU has a mandate for both discharging an accountability function and supporting a learning function.<sup>2</sup> These are central to the GCF being a learning organization as laid out in its

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<sup>1</sup> The Conference of Parties to the UNFCCC provides the following guidance on the function of the IEU: “The reports of the GCF should include any reports of the independent evaluation unit, including for the purposes of the periodic reviews of the financial mechanism of the Convention” (UNFCCC decision 5/CP19, annex, paragraph 20).

Governing Instrument and its initial strategic plan.<sup>3</sup> The responsibilities of the IEU are as follows:

- (d) **Evaluation:** The IEU will undertake independent overall, portfolio, country, thematic, programme evaluations that inform GCF strategic result areas.<sup>4</sup> In key cases, it will also support and undertake project evaluations. The IEU will use relevant and innovative methods and an independent peer-review mechanism that will provide guidance on independent evaluations. The vision, criteria and guidelines for these will be laid out in the Independent evaluation policy. The IEU is also mandated to independently peer review and attest the quality of GCF self-evaluation;<sup>5</sup>
- (e) **Advisory and capacity support:** The IEU is required to advise the Board by synthesizing findings and lessons learned from its evaluations. These findings and lessons learned are expected to also inform the Executive Director of the Secretariat and other GCF stakeholders.<sup>6</sup> The IEU will engage closely with the independent evaluation units of intermediaries and implementing entities of the GCF, including national designated authorities (NDAs) and accredited entities (AEs). It will provide support to catalyse learning and build and strengthen NDA and AE evaluation capacity. It will also provide guidelines and support evaluation-related research that helps produce rigorous evidence in GCF result areas;
- (f) **Learning:** The IEU will support the GCF in its learning function by ensuring that recommendations from independent evaluations are incorporated into the Secretariat's functioning and processes.<sup>7</sup> This includes recommending possible improvements to the GCF performance indicators and its initial results framework, after accounting for international experience and the results of evaluation;<sup>8</sup>
- (g) **Engagement:** The IEU will actively participate in relevant evaluation networks to ensure that it is at the frontier of evaluation practice. The IEU will involve its own staff and staff from NDAs and AEs in evaluations wherever feasible and appropriate.<sup>9</sup> In addition, the IEU will support knowledge hubs of low-emission and climate-resilient pathways.<sup>10</sup>

## II. Role

The Consultant will be responsible for helping the IEU, specifically the Learning-Oriented Real-Time Impact Assessment (LORTA) program and the data work at the data lab of the IEU. The Consultant will provide technical assistance in monitoring details of the LORTA portfolio, help in ensuring the quality from start to finish, particularly in design, field work, and overall general quality of the evaluations under LORTA, and provide support as an integral member of LORTA Programme team, helping in quality control, management and missions as appropriate. S/he will also support IEU's various thematic, process and performance evaluations as required. The Consultant will be based in GCF HQ, Songdo and will work up to 6 months beginning in **December 2018**), with the possibility of extension. The consultancy will also include travel to some of the LORTA project countries, and other mission trips as necessary.

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2 Board document B.16/18

3 Annex I to decision B.12/20.

4 Annex I to decision GCF/B.05/03.

5 Decisions B.12/12 and 20.

6 Annex III to decision B.06/09

7 Syntheses will include not just evidence from GCF funded programmes and policies but also from other agencies that are relevant to the GCF's result areas.

8 Annex III to decision B.06/09

9 See note 7 above.

10 Annex I to decision GCF/B.05/03.

This is a unique opportunity to help inform the evaluability and quality of GCF programmes and projects at start-up as well as inform key conditions for agreements with potential accredited entities and nationally designated authorities. It also offers the opportunity to think out-of-the-box in innovative ways to ensure that quality at entry is strong to inform high quality, credible evaluations of programmes, policies and activities in GCF result areas.

### **III. Duties and responsibilities**

Under the overall guidance of the head of the IEU and with the day to day guidance of the Principle Evaluation Officer of the IEU, the Consultant will provide support as an integral member of LORTA Programme team and will provide integral support to IEU's data lab. The Consultant will assist in ensuring overall quality control of the impact evaluations, management of partners and staff, and conduct missions to countries as needed. S/he will be responsible for the following activities:

- Creating, cleaning and updating a database consisting of GCF funding proposals relevant for LORTA program. This also include updating and managing the underlying raw data in the database;
- Providing logistical and operational support on overall evaluation tasks of the IEU including LORTA;
- Working closely with responsible IEU staff members to review, coordinate and plan evaluations as well as be able to trouble shoot logistical and operational blocks.
- Performing analysis of information collected from various sources and derive findings, conclusions and formulate recommendations;
- Working closely with responsible IEU staff members to organize workshop or training sessions for IEU's stakeholders to ensure high quality evaluation evidence and build stakeholder's evaluation capacity;
- Contributing to the evaluation related paper for the IEU including quarterly and/or yearly reports on evaluation outcomes;
- Carrying out research and formulate frontier evaluation practice to keep up-to-date strategies, policies, and methodologies of evaluation;
- Working closely with the head of the IEU to research approach papers, process and analyze data and support other evaluations as required; and
- Performing other evaluation related duties, as required.

### **IV. Minimum required experience and qualifications**

- Master's program in public administration, economics or related fields;
- At least one (1) year of relevant work experience;
- Knowledge and experience with project evaluation and data management;
- Good understanding and experience in operations of intentional organization is an added advantage;
- Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- Excellent writing and presentation skills; and
- Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

### **V. Outputs and timeline**

The Consultant will be expected to begin in December 2018 and will continue their work until the evaluations are complete or the contract term has ended. The major outputs will be a



monthly status report of the overall portfolio, individual reports and comments to work by partner organizations, field mission reports, and any other monitoring outputs as needed.

## **VI. To Apply**

Interested candidates are requested to submit the following items by November 27, 2018, Korean Standard Time (KST):

- (a) CV or resume
- (b) Cover letter highlighting relevant experiences and stating availability
- (c) Please send a single file named: “[last name] [first name]” (e.g. Johansson Anna)
- (d) Subject line: “IEU Evaluation Assistant Consultant” to in a single file to: [roster@gcfund.org](mailto:roster@gcfund.org) and [ieu@gcfund.org](mailto:ieu@gcfund.org)
- (e) Please submit your application by **November 27, 2018, KST**