



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Independent Evaluation Unit Intern

Date: August 22, 2019

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 10 Sept 2019, 11:59 PM KST

The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.

Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions which reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change.

Since its establishment, the GCF has approved 102 projects and has committed USD 5.0 billion in climate finance. In addition, it has built up an extensive program to support developing countries identify their needs, in particular those who are most vulnerable to climate change impacts.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff make unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.

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."

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

The Fund's interns will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea.

Internship Assignment

The Intern will provide operational, administrative and some research support to the Independent Evaluation Unit. S/he will have the opportunity to learn and expand her/his experiences by assisting the works of the Independent Evaluation Unit and also getting to know the GCF. Under the overall guidance of the designated primary and alternate supervisors within the IEU, the Intern is expected to:

- a. Assist the IEU DataLab in establishing data systems with information in machine readable formats and for doing basic data analysis. He/she will also maintain data records, and prepare the manuals for the use of the document filing system;
- b. Support the Unit to help with the logistics, and facilitate meetings, meeting locations and assist in setting up conversations as well as assist during conferences and workshops;
- c. Assist the team in finding relevant literature, keep up to date on evaluations, standards and procedure papers and their compilation and socialization, as well as on climate change related papers and news as well as summarize these as required;
- d. Receive visitors and maintain the calendar/schedule for arranging meetings and appointments;
- e. Support the Unit in procurement, staffing and planning with the team while arranging team meetings, fostering internal communication;
- f. Assist in preparation and logistical planning for various events, conferences, workshops, board meetings and other formal and informal meetings;
- g. And other tasks as suggested by the Head of the IEU and immediate supervisor.

Requirements and qualifications

- a. Enrolled in Master's program in Business Administration, Public Policy, Environmental science, Economics, Agriculture or related fields;
- b. Knowledge and experience with evaluation and research is desirable.
- c. Good understanding and experience in operations of intentional organization is an added advantage.
- d. Ability to exercise tact and discretion in dealing with information.
- e. Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access.

- f. Strong teamwork and interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- g. Excellent writing and presentation skills and capacity to timely record accurate minutes.
- h. Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.

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