



GREEN  
CLIMATE  
FUND

Independent  
Evaluation  
Unit



## **Retreat Facilitator, Consultant**

IEU/GCF, Republic of Korea

### **1. Introduction**

The Green Climate Fund (GCF or Fund) was established in December 2010 with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the GCF will 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 the impacts of climate change.

The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC). It is governed and supervised by a Board that has responsibility for funding decisions pursuant to the Governing Instrument for the GCF. It is supported by a Secretariat, accountable to the Board, having management capabilities to execute the day-to-day operations of the GCF, providing administrative, legal and financial expertise. The GCF Headquarters is located in Songdo, Incheon, Republic of Korea.

### **2. Background**

The Independent Evaluation Unit (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;
- 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 IEU is seeking to hire a Retreat Facilitator to support IEU team retreat for a two-day retreat in

South Korea. The retreat is scheduled to be held tentatively between 27- 29th of November 2019.

### **3. Objectives**

A Retreat Facilitator (Consultant) will be expected to work remotely for preparatory works, work onsite at GCF Headquarters / somewhere in Korea to facilitate a two-day Team retreat, and prepare a summary report with recommendations from the activity.

The objectives of this retreat are as follows:

- To help and ensure growth and consolidation of a new team as it deals with complex tasks.
- To improve the team work across the IEU
- To achieve effective communication and collaboration within the IEU
- To consider opportunities for building resilience and capacity within the IEU
- To discuss the IEU's workplan 2020 and team deliverables and organization

### **4. Reporting**

Retreat Facilitator (Consultant) shall report to the Head of the IEU.

### **5. Roles**

Under the guidance of the Head of the IEU and her delegates, the consultant shall provide the following deliverables:

#### **Deliverable 1: Plan of intervention and agenda for the two days**

In preparation for the team retreat, Retreat Facilitator (Consultant) shall develop a proposed plan of intervention, including the approach she/ he will take to accomplish this task. This will be accompanied by an agenda for the actual retreat.

#### **Deliverable 2: Design and development of activities and methodology to achieve the required objectives**

Once the objectives and the agenda have been agreed, Retreat Facilitator (Consultant) shall provide the following deliverables:

- An outline of the methodology;
- An outline of the planned activities, group work and other suggestions; and
- Presentation materials and documents required to be made available to the participants.

Retreat Facilitator (Consultant) shall revise those deliverables based on the review by the Head of IEU.

#### **Deliverable 3: Delivery of facilitation**

Retreat Facilitator (Consultant) shall facilitate the two-day Team retreat at a venue identified by the IEU in Republic of Korea. The dates for the retreat are tentative and may

take place any time between the 26th of November and the 5th of December, 2019 (tentatively between 27 – 29th of November 2019).

#### **Deliverable 4: Report and action plan**

Retreat Facilitator (Consultant) will provide:

- A comprehensive report on the outcomes of the team retreat; and
- A follow-up action plan with roles/ responsibilities and timeframes.

The report and the follow-up action plan shall be provided within one week after the retreat.

#### **6. Duration of the work**

Retreat Facilitator (Consultant) shall plan for four preparatory working days prior to the team retreat, two days at the retreat and two days to finalize the comprehensive report on the outcomes and follow-up action plan.

#### **8. Duty station**

Retreat Facilitator (Consultant) work will be done remotely, except for the duration of the team retreat session for which the Facilitator will be required to attend in person. S/he should plan to arrive at the confirmed location at least one day prior to the scheduled start in order to finalize preparations.

#### **9. Required experience and qualifications**

- Master's degree in business administration; human resources; organizational psychology or other related fields
- At least 10 years of relevant work experience in management consulting, preferably with international development organizations on issues such as coordination and strategic planning, leadership and management, change management, organizational culture;
- Hands-on experience in the design and facilitation of team retreats;
- Excellent communication skills and the ability to articulate complex issues and information in a simple manner; and
- Fluency in English is essential; knowledge of another United Nations language is an advantage.

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

**Interested candidates are required to send an e-mail attaching their CV and a letter of interest in a single PDF file to: [roster@gcfund.org](mailto:roster@gcfund.org)**

**File name: “[last name], [first name]” (e.g. Olsson, Anna)**

**Subject line: “Retreat Facilitator, Consultant”**

**Please indicate your earliest availability to take up the assignment.**

**The closing date for applications is 10 October 2019 (KST). Applications submitted after the closing date may not be considered.**

*Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.*