



**GREEN
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Job Description

Position Information	
Job title	Evaluation Researcher - Qualitative
Division/Office	Independent Evaluation Unit (IEU)
Job level	AS-D
Vacancy No.	
The IEU	
<p>The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.</p> <p>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.</p> <p>Since its establishment, the GCF has mobilized 10.3 billion USD, accredited 54 entities to channel its resources and approved 43 funding proposals. 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.</p> <p>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.</p> <p>We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast moving, dynamic environment.</p> <p>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."</p> <p>The IEU has several objectives:</p> <ul style="list-style-type: none">(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.	
Summary of the Role	
<p>The GCF IEU is seeking to recruit an Evaluation Researcher. The Evaluation Researcher - Qualitative will be responsible for supporting the Independent Evaluation Unit in the development and analyses of qualitative information to inform policy papers, evaluations, learning papers, systematic and synthesis reviews and guidance documentation for the</p>	



capacity-building efforts of the Independent Evaluation Unit, and other relevant tasks as deemed necessary. The role requires an excellent grasp of qualitative methods, process tracing methods, including Bayesian updating, and qualitative analyses skills that develop, pilot and use keywords and codebooks along with relevant qualitative data software. He/she should also have technical skills to support systematic reviews, develop evidence gap maps and meta-analyses on climate change related topics. The candidate will need to demonstrate a good knowledge on mitigation, adaptation and climate compatible development literature in addition to knowledge of behavioral and transformational change approaches in the development and environmental context. He/she should ideally have some experience in applying such theories to evaluations and reviews of results frameworks and plans/strategies at national level (ministries etc.) and/or international organizations with the aim to inform and guide decision-making processes. For this, he/she need to be able to provide proof of these analytical skills in his/her past work experience. He/she should have on the ground applied experience in using these skills. It is essential that he/she have excellent (and demonstrable) skills in NVIVO, ATLAS Ti and/or other similar qualitative data analysis and research relevant software. As part of a strong team, he/she will also be responsible for supporting the IEU's external relations strategy, in particular the development and dissemination of key messages to be conveyed to partners and stakeholders internal and external to the Green Climate Fund. The Evaluation Researcher should have a keen instinct to learn and develop skills that he/she may not have at the onset of the role.

Reporting Relationship

Report directly to the Head of the Independent Evaluation Unit or their delegate.

Duties and Responsibilities

Under the overall guidance of the Head of the Independent Evaluation Unit and her delegates, the Evaluation Researcher will be responsible for, but not limited to, the following tasks:

- Provide analytical and operational support for qualitative analyses and the development of policy papers, evaluations, learning papers, systematic reviews and related products, including but not limited to thematic and strategic evaluations;
- Candidates will be asked to demonstrate these technical skills both during the hiring process and if they are hired;
- Provide qualitative analysis, process tracing and Bayesian updating related advice to the team, including the application and reliability of different techniques and supporting the team in undertaking field-level data collection and analysis;
- Provide support to background research and be familiar with systematic and synthesis reviews and evidence gap maps;
- Draft reports of evaluations and other IEU products in the field and at headquarters;
- Engage with consultants, experts and stakeholder groups for surveys both on- and offline, (phone) interviews and other types of data collection;
- Provide support to oversight and coordination of relevant documents internally up to the point of publication;
- Deliver background support to IEU's external consultant projects, including initial screening and review of project/programme funding proposals, interactions with accredited entities in bilateral meetings, preparation of assessment findings, maintenance of the operations database;
- Provide organizational and other support for GCF Board meetings and other events related to the functioning of the IEU, for example assisting in the preparing relevant documentation, taking meeting minutes, preparing summaries of discussions, meeting reports, drafting agreements and other documentation;



- Support any additional analytical and operational tasks as assigned by the IEU;
- Perform other related duties; and
- Be willing to travel, as required.

Required Experience and Qualifications

- Master's degree in economics, international relations, geography, ethnography, anthropology, sustainable development, climate and development policy or related fields plus at least two (2) years of relevant work experience, or bachelor's degree plus at least six (6) years of work experience;
- At least two years of relevant work experience in a professional capacity, such as in the development and economic sector, within an international organization, development agency, governmental level, private sector or non-profit sector;
- Experience in applying qualitative and mixed methods in evaluation projects;
- Experience in supporting the development of policy documents, conducting research analysis and articulating findings and recommendations;
- Experience in developing briefs and shorter articles at regular basis, best if within the environment and climate change themes;
- Familiarity of and work experience in multilateral climate funds, project financing, and possibly within the UNFCCC framework;
- Knowledge on and experience in mitigation, adaptation, and climate compatible development projects design, implementation and evaluation is preferred;
- Excellent qualitative analyses skills and data handling skills;
- Strong technical skills in mixed methods analysis and be able to work with state of the art qualitative analyses software including writing codes and demonstrating high skills that can be applied in a climate change and evaluation context;
- Knowledge of systematic reviews, evidence gap maps and meta-analyses.
- Suitability to undertake the responsibilities mentioned above at the required level, with the following: (a) Proven application of expertise; knowledge within the area of evaluation and qualitative analysis (b) A team player with a proactive and can-do attitude.
- Proven experience in applying analytical skills in general and qualitative analysis skills in different settings on the ground;
- Strong competence and professional autonomy in the use of qualitative data analysis and research software, such as NVIVO and ATLAS Ti;
- Experience in an international setting, and ability to work independently and take initiative in response to the IEU's needs;
- Good organizational skills, ability to facilitate communication between various levels of management and work independently to meet deadlines, ability to multi-task and pay close attention to detail;
- Ability to support the establishment and maintaining relationships with key partners – including but not limited to the ability to represent the unit and interface effectively with stakeholders;
- Ability to work under pressure and to take initiative in judging priorities and organizing work accordingly;
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential;
- Experience of establishing strong working relationships with colleagues from different functions and cultures, proven ability to work innovatively within a team environment;
- Satisfactory judgment and absolute commitment to confidentiality;
- Familiarity with climate change topics and international politics is desirable;



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- Good communication skills and high emotional quotient;
- Professional autonomy in the use of Office software, such as Excel, Word, PowerPoint, Outlook, and Access; and
- Excellent written and oral communication skills in English are essential for this position. Knowledge of another UN language is considered 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.

[APPLY](#)