



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Evaluation Assistant Consultant

Date: Jul 12, 2022

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 26 July 2022

Introduction

The Green Climate Fund (“GCF”) is a multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, GCF will promote the 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, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change. GCF is governed by a Board, composed of an equal representation of developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director.

The Fund seeks to recruit a Evaluations Assistant Consultant to carry out the tasks, duties and responsibilities, deliver the set deliverables and provide support to the hiring unit as detailed below. The consultant will join GCF team on HQ based. The assignment is for 5 months.

Role

The Evaluation Assistant Consultant of the Independent Evaluation Unit (IEU) will support the Independent Evaluation Unit’s DataLab in the research and delivery of data analysis to support IEU’s evaluations and learning activities. This will include supporting the unit's capacity-building efforts and the LORTA program.

Duties and responsibilities

The Consultant will be responsible for but not limited to:

Under the overall guidance of the Head of the IEU and the designated primary supervisors within the IEU, the Evaluations Assistant Consultant will:

- Provide support to the ongoing evaluations, through analyses, data (qualitative and quantitative) and syntheses.
- Support the IEU’s ongoing work on capacity, learning and uptake, on the basis of needs and as requested by the Head of the IEU.

- Provide support for GCF Board meetings and other events and meetings related to the functioning of the IEU, for example assisting in the preparation of relevant documentation, taking minutes, preparing summaries of discussions, meeting reports, drafting agreements and other legal documentation.
- Support any additional analytical and operational tasks as assigned by the Head of the IEU, or designated primary supervisor, and perform tasks routinely undertaken by members of the Unit, including for instance: assistance with communications, logistics, data analysis and writing.
- Perform other related duties including travel, as required.

Qualifications

Required:

- a. Minimum one (1) year with a Master's level degree or two (2) years with Bachelor level degree of experience or equivalent combination of relevant education and experience;
- b. Experience in the development and economic sector, within an international organization, development agency, governmental, private sector or non-profit sector;
- c. Proven track record in data management and analysis in relevant development and environmental projects, including field experience and experience with larger panel datasets;
- d. Experience in establishing strong working relationships with colleagues from different functions and cultures. Proven ability to work innovatively within a team environment
- e. Mature judgment and absolute commitment to confidentiality;
- f. Excellent writing skills and capacity to record accurate minutes;
- g. Should have good analytical skills and be able to analyze documents and projects and think about innovative methods and designs for climate-related projects and applications of behavioral science to them;
- h. Proficiency in standard Microsoft Office suite and application of statistical software packages (STATA, R and etc.)
- i. Fluency in English is essential; knowledge of another United Nations language is an advantage.

The closing date for application is 26 July 2022. Applications submitted after the deadline may not be considered.

Candidates of all nationalities are welcome to apply. However, the compensation and benefits package for this consultancy opportunity will be determined on the basis of a local recruitment. The consultancy position is for 5 months.

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

Please use this link to apply:

<https://jobs.greenclimate.fund/job/Korea-%28KOR%29-Evaluations-Assistant-Consultant/828251201/>