



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Evaluation Intern

Date: Feb 28, 2022

Start date: April 2022

Location: Incheon, South Korea (ICN), KR

Company: Green Climate Fund

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 those that are particularly 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 informs the decision-making by the Board, conducts periodic independent evaluations of GCF performance, and provides evaluation reports to the Conference of Parties of the UNFCCC. It has dual learning and accountability functions within the GCF.

Role

The evaluation intern will support the IEU in the delivery of the objectives of the IEU, including in the development and undertaking of evaluations. The intern will have an opportunity to also support related processes, amongst others, capacity building, learning, synthesis, and communications-related components. This task will include a review of GCF policy, qualitative data analysis, and synthesis of literature and evidence. The intern will have an opportunity to work within the numerous workstreams of the unit. be positioned to pursue various roles in the workstreams of the IEU.

As per the 2022 work plan of the Unit, the IEU team is currently structured into three workstreams, the Data and Science, the Learning, Synthesis and Communications, and the Capacity Building, Advisory and Policy workstream. Evaluations and Reviews involve team members of all three workstreams.

Duties and responsibilities

Under the overall guidance of the Head of the IEU a.i. and the designated primary supervisors within the IEU, the evaluation intern will:

- Support the analysis and administration related to independent evaluations undertaken by the IEU. This will include in particular support to the synthesis of qualitative reports and evaluative evidence.
- Provide support to data analysis, in particular to qualitative data collection and coding. This will be done primarily with the IEU DataLab.
- Assist the IEU in finding relevant literature, keep up to date on emerging trends, 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
- Assist and support the IEU's external relations function to effectively communicate IEU's objectives to both internal and external stakeholders
- Provide support to the learning, synthesis, and communications-related tasks of the IEU, as per the Unit's 2022 work plan.
- Support any additional analytical, operational, and administrative tasks as assigned by the Head of the IEU a.i., or designated primary supervisor.
- Perform other related duties as required.

Qualifications

Essential

- Currently enrolled in a Ph.D./masters programme, or recently graduated;
- Knowledge of conducting research methods, in particular, qualitative data analysis and synthesis;
- Demonstrable experience of studying and/or applying dimensions of environmental policy and/or evaluation;
- Knowledge of international organizations, development agencies, government, private sector, or non-profit sector;
- Experience in working with colleagues from different functions and cultures. Proven ability to work well within a team environment;
- Mature judgment and commitment to confidentiality;
- Excellent writing skills and capacity to record accurate minutes;
- Good analytical skills and be able to analyze documents and projects quickly and accurately;
- Proficiency in standard Microsoft Office software programs;

- Fluency in English is essential.

Desired

- Experience in a multilateral setting.
- Solid understanding of synthesis and systematic reviews. Previous experience working with evidence gap maps is highly desired.
- Computer skills and expert knowledge of industry-standard design software and tools, including proficiency in all Adobe Creative Suite, MS Office, and other similar programmes.
- Knowledge of another United Nations language is an advantage
- Familiarity with and experience of using qualitative methods, and particular analysis
- An ability to be self-guided
- Familiarity or experience in policy or legal documents will be beneficial
- Familiarity or experience in communications and multimedia content creation will be beneficial

*** Applicants currently located in the duty station (South Korea) are only eligible to apply.** Nevertheless, GCF still aims to attract candidates from diverse backgrounds and nationalities. Applications from women and nationals from developing countries are strongly encouraged to apply. The above criteria should be seen as indicators of the experience and skills that qualify candidates for consideration.

Depending on your visa, working conditions and internship availability may change.

The internship period could be extended up to 12 months upon performance evaluation.

Note that there is a 6-month cooling-off period for applying for staff positions upon completing your internship.

The closing date for application is 20 March 2022 (11:59 PM KST)

Please use this link to apply:

<https://jobs.greenclimate.fund/job/Incheon%2C-South-Korea-%28ICN%29-Evaluation-Intern/778903901/>