



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Evaluations and Capacity Assistant Consultant

Date: Mar 18, 2021

Location: Korea (KOR), KR

Company: Green Climate Fund

Introduction

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 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 Evaluations and Capacity Assistant Consultant of the Independent Evaluation Unit (IEU) will support the IEU in evaluations and capacity, thereby delivering an important part of the IEU workplan and pillars. The role is expected to support the ongoing work on evaluations, capacity and partnerships within the IEU. This is an HQ based (Songdo) assignment for a duration of 12 months.

Duties and responsibilities

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

- Provide support to the ongoing evaluations, through analyses, data (qualitative and quantitative) and syntheses.
- Support the IEU's ongoing work on building capacity of external partners, particularly the direct access entities of the GCF.
- Support the IEU in the development and execution of partnerships. The tasks will include: assistance in organizing periodic partner meetings, external communication, logistics, liaison, and general administration.
- 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, analysis, data and writing.
- Perform other related duties including travel, as required.

Qualifications

Essential

- Minimum of two (2) years of work experience with a Master's level degree or equivalent combination of relevant education and experience;
- Basic knowledge of conducting quantitative and qualitative research methods;
- Experience in evaluation, including data analysis, and critical and analytical thinking is crucial;
- Experience in providing evaluation capacity building is a strong advantage;
- Experience in working with external partners and audiences, or a variety of organizations and actors;
- Experience working on some of the following areas: evaluations, communications, capacity building, policy, partnerships;
- Knowledge of international organizations, development agencies, government, private sector or non-profit sector;
- Experience of working with colleagues from different functions and cultures. Proven ability to work well within a team environment;
- Proficiency in standard Microsoft Office software programs;
- Fluency in English is essential, ability to work in Spanish and/or French is a strong advantage.

Desired

- Experience in a multilateral setting
- Familiarity with the GCF
- Knowledge of another United Nations language is an advantage, particularly Spanish or French is considered a strong advantage

- **The closing date for application is 02 April 2021. 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 12 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-and-Capacity-Assistant-Consultant/659496901/>