



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Independent Evaluation Unit (IEU) Intern

Date: Dec 12, 2023

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 7 Jan 2023 (Internship starts 08 July 2024)

Remuneration: US\$ 1,300/month plus health insurance.

4 Positions available for July 2024

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 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 its objectives, including in the development and undertaking of evaluations. The intern will also have an opportunity to support related processes, amongst others, capacity building, learning, synthesis, and communications-related components. This task will include reviewing GCF policy, qualitative and quantitative data analysis, and synthesis of literature and evidence. The intern will have an opportunity to work with the different workstreams of the unit to acquire a well-rounded understanding of the unit and its function.

As per the 2024 work plan of the Unit, the IEU team is structured into four workstreams: (i) Science and Data, (ii) Learning, Uptake, Knowledge & Synthesis, (iii) Capacity Building, Advisory and Policy, and (iv) Review, Administration & Quality Assurance workstream. Evaluations and Reviews involve team members of all workstreams.

Duties and responsibilities

Under the overall guidance of the Head of the IEU 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 support for the synthesis of qualitative reports and evaluative evidence.
- Provide support for data analysis, particularly 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 reports and news, as well as summarize these as required.
- Assist and support the IEU's external relations function to effectively communicate the 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 2024 work plan.
- Support any additional analytical, operational, and administrative tasks as assigned by the Head of the IEU or designated primary supervisor.
- Perform other related duties as required.

Qualifications

Essential

- Currently enrolled in a PhD/masters programme or recently graduated;
- Knowledge of conducting research methods, in particular, qualitative data analysis and synthesis;
- Demonstrable experience in studying and applying dimensions of environmental policy and evaluation;
- Knowledge of international organizations, development agencies, government, private sector, or non-profit sector;
- Experience 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 in 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

The internship is a six-month program with the possibility of renewal. The closing date for application is 7 January 2024. Applications submitted after the deadline may not be considered.

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

The duty station is in South Korea. The GCF still aims to attract candidates from diverse backgrounds and nationalities.

Please use this link to apply:

<https://jobs.greenclimate.fund/job/Incheon%2C-South-Korea-%28ICN%29-Independent-Evaluation-Unit-%28IEU%29-Intern/1015326901/>