



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Communications and Uptake Intern

Date: August 22, 2019

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 12 November 2019, 11:59 PM KST

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 particularly those that are 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, is mandated by the GCF Board under paragraph 60 of its governing instrument to 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.”

The IEU has several objectives:

- (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; and
- (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.

The Fund’s interns will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea.

Internship Assignment

The GCF IEU is seeking to recruit a Communications and Uptake Intern. The Intern will provide operational and administrative support to the IEU's communications, synthesis and uptake strategy and work plan, in particular by supporting awareness, capacity building, communication needs of the Unit. The IEU is seeking one Intern to provide support to the communications and uptake tasks of the Unit, while another Intern will assist the production of the highest quality communication materials, in particular video- and audio-editing of communications products.

S/he will have the opportunity to learn and expand her/his experiences by providing assistance in social media strategies, communication, video and podcast editing and curation, outreach and engagement design and implementation, behavioural change strategies, and communication campaign building. He/she should have good copy-editing skills to develop and disseminate key messages to be conveyed to partners and stakeholders internally and externally of the Green Climate Fund. He/she will provide support to ensure that IEU's communication strategy is state-of-the-art and multi-platform and speaks with a diversity of audiences while advocating for the need and use of high-quality credible evidence.

The intern will support the team's task to ensure IEU is using state-of-the-art methods to assure uptake and use of evaluative evidence using behavioural insights, transformational change and targeted communication techniques in this respect. The intern will support the dissemination of outcomes of evaluations, evaluation synthesis and co-produced learning and uptake products in partnership with other organizations and partners of the IEU. The intern should have a keen instinct to learn and train his/herself in skills that he/she may not have at the beginning. He/she should be someone who sees his/herself as an innovator and a potential young leader in this field.

Under the overall guidance of the designated primary and alternate supervisors within the Unit, the Intern is expected to:

- a. Assist and support the IEU's external relation function, internally and externally to the Green Climate Fund, and intended to communicate IEU's objectives and activities.
- b. Assist with implementing and adapting strategies for communications, ensuring consistent messaging across all projects, related to evaluations, learning products, evaluation synthesis, and other services provided.
- c. Assist the development and execution of communication plans that foster engagement with external stakeholders, including Designated Authorities, Accredited Entities, Civil Society Organizations, GCF Board and external partners, including evaluation organizations.
- d. Assist the development and execution of outreach strategies that drive a state-of-the-art dissemination process of IEU's learning, knowledge and evaluation products and build a next-level forum for an engagement with prospective partners at global level.
- e. Assist the production of the highest quality communication materials, employing video-, audio- and copy-editing skills in order to:

- Increase the accessibility of information about IEU's evaluation work and state-of-the art tools, among others, evaluation policy, readiness evaluation, learning-oriented real-time impact assessment tools, Results Management Framework evaluation and learning products and strategic evaluation.
 - Promote IEU's engagement with GCF stakeholders.
 - Engage, learn and share recent findings in respect to evaluation work, methodologies and practices on- and offline.
 - Explain the impact of GCF's activities upon global efforts to combat climate change.
- f. Support the editing at the highest level for different communication channels both on- and offline, including website, social media, podcasts, video content, newsletter, briefs, IEU lunch talk presentations, publications, speeches and events in multiple languages.
 - g. Support the Unit to help with logistics, and facilitate meetings, meeting locations and assist in setting up conversations as well as assist during conferences and workshops with IEU involvement.
 - h. Perform any other duties assigned to him/her during the internship.

He/she will also recognize that use of evaluations is not just a function of high quality and timing but also knowing and engaging closely with a diverse set of stakeholders and building a coalition of support. Therefore, the Intern will support the team's task to ensure IEU is using state-of-the-art methods to assure uptake and use of evaluative evidence. The Intern will support the dissemination of outcomes of evaluations, evaluation synthesis and co-produced learning and uptake products in partnership with other evaluation organizations where possible. The Intern should have a keen instinct to learn and train his/herself in skills that he/she may not have at the beginning.

Given the young office, a large part of his/her role will also be doing several other tasks that are required, like ensuring the uptake of IEU publications through knowledge sharing events, academic and practitioner's conferences and building of a network with key IEU partners around the world.

S/he will report to the Head of Independent Evaluation Unit and will work closely with IEU staff members and IEU consultants with the overall aim to make IEU's information effective, ensure uptake and to amplify IEU's mission. The Intern will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea.

Requirements and qualifications

- a. At minimum, enrolled in Master's degree program in communications, publications, economics, business administration, politics and international relations, environmental science, social science or a related field; or with additional minimum of one year of qualifying work experience.
- b. Previous experience working in a similar role in an international organization highly desired.

- c. Exceptional computer skills and expert knowledge of industry-standard design software and tools, including proficiency in all Adobe Creative Suite, Sketch, MS Office and other similar programmes.
- d. Ability to deliver creative and detailed work under pressure and within tight deadlines while managing multiple work streams and timelines.
- e. Creative and conceptual thinker, self-directed and motivated by problem-solving and design challenges.
- f. Ability to work independently and efficiently with limited guidance in a deadline-driven environment.
- g. Previous work experience in a website start-up and/or as an editor working to translate complex material highly desired; and
- h. Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential, in particular when working with colleagues from different functions and cultures.
- i. Proven ability to work innovatively within a team environment; mature judgment and absolute commitment to confidentiality.
- j. Excellent written and oral communication skills in English are essential for this position. Knowledge of another UN language is a plus, proficiency in French and Spanish 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.

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