



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



IEU – DataLab Intern

Date: December 18, 2019

Company: Green Climate Fund

Deadline: 13 January 2019, 11:59 PM KST

Duration of Internship: 12 months

The Green Climate Fund (the Fund) 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. The Fund 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, the Fund 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. The Fund is governed by a Board, composed of an equal number of members from developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. The Fund will pursue a country-driven approach in its operations.

The Independent Evaluation Unit (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 that “... 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:

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;
Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities; and
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 IEU has a mandate for both discharging an accountability function and supporting a learning function. These are central to the GCF being a learning organization as laid out in its Governing Instrument and its Initial Strategic Plan.

Candidates can familiarize themselves with the work of the IEU, ongoing activities and engagement on the [IEU website](#).

Internship Assignment

The Intern will provide operational and administrative support to the IEU. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the IEU

Under the overall guidance of the designated primary and alternate supervisors within the IEU, the Intern is expected to contribute primarily as an integral member of the DataLab:

- a. Support IEU evaluations by assisting the IEU DataLab in the creation of data systems through the extraction of data in machine-readable formats. Performing basic data extraction and analysis on both quantitative and qualitative data, including GIS data. He/she will also maintain data records, and prepare the manuals for the use of the document filing system;
- b. Support the IEU DataLab in developing and maintaining a relational database management system (RDMS) such as SQL, Microsoft Access etc;
- c. Support the Unit with administrative duties such as logistics, facilitating meetings and assisting with preparations for IEU conferences and workshops;
- d. Assist the team in reviewing relevant literature on evaluation policy, standards and procedure papers and their compilation and socialization, as well as on climate change related papers and news, summarizing these as required;
- e. And other tasks as suggested by the Head of the IEU.

Requirements and qualifications*

- a. Enrolled in – or recently completed a Master’s program in Statistics, Data Science, Environmental Science, Economics, Applied Mathematics or related fields;
- b. Knowledge and experience with Excel and other methods of quantitative analysis such as STATA, R, SPSS etc.;
- c. Knowledge and experience with database management tools (Microsoft Access, SQL or MySQL);
- d. Knowledge and experience with evaluation and research is desirable;
- e. Good understanding and experience in operations of an international organization is a plus;
- f. Should be self-motivated and able to deal with long hours of data entry and data analyses;
- g. Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- h. Excellent writing and presentation skills and capacity to timely record accurate minutes of meetings;
- a. Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. 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.

*GCF provides a USD1,000 per month allowance to all interns and a roundtrip air ticket from their place of recruitment,

To apply, please click [here](#).