



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Evaluation Intern

Date: Jan 31, 2021

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 23 March 2021

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 evaluation intern will support the IEU in the development and undertaking of evaluations, specifically the second performance review. The intern will also support related processes of the development of GCF Evaluation Policy, qualitative data analysis, and synthesis of literature and evidence.

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 SPR. This will include in particular, support to the synthesis of qualitative reports, legal documents, 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.
- Participate in and provide substantive/ administrative support to the development of the GCF Evaluation Policy.

- 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: participation and documentation of meetings, representation of IEU externally, provision of feedback and participation in team activities.
- Perform other related duties including travel, as required.

Qualifications

Essential

- Currently enrolled in a PhD/masters programme, or recently graduated (within a year);
- 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 of 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
- 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

The closing date for application is 23 March 2021. Applications submitted after the deadline may not be considered.

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-Evaluation-Intern/653323001/>