



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Independent Evaluation Unit Evidence Review Intern (2 positions)

Date: September 11, 2019

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 30 Sept 2019, 11:59 PM KST

The Green Climate Fund (the Fund) is a new 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 Office (IEU) of the GCF, is mandated by the GCF Board under paragraph 60 of its governing instrument 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.

As a part of its mandate, the IEU producing a series of Learning Papers.

The IEU's Learning Paper series is part of a larger effort to provide open access to the IEU's work and to contribute to global discussion on climate change. The series' overall aim is to contribute to learning and to add to global knowledge on what works, for whom, why, how much and under what circumstances, in climate change action. The findings, interpretations and conclusions are entirely those of the authors. They do not necessarily reflect the views of the IEU, the GCF or its affiliated organizations or of the governments associated with it.

Evidence gap maps (EGMs) and systematic reviews inform evidence-based policy-making, research, and evaluations by enabling practitioners to explore the findings and quality of existing evidence. EGMs are thematic evidence collections covering a particular issue, e.g. agriculture, forestry etc. consolidating what we know and do not know about 'what works' in a particular sector or sub-sector by mapping completed and ongoing systematic reviews and impact evaluations in that sector:

- *Providing an accessible overview of evidence from systematic reviews and impact evaluations.*
- *Highlighting the availability of the evidence, as well as certain characteristics, such as confidence ratings of the systematic reviews.*
- *Allowing users to explore the evidence base and findings of relevant studies.*
- *Are structured around a framework (matrix) designed to reflect the relevant interventions and outcomes associated with a particular area.*
- *Populating areas with available studies and reviews, it highlights 'absolute gaps', or few or no impact evaluations or systematic reviews.*
- *Highlighting 'synthesis gaps', a concentration of impact evaluations but no recent high-quality systematic review.*

Thus, EGMs facilitate evidence-based decision-making in the design and implementation of interventions, by identifying both the evidence and the gaps in the evidence-base related to a specific area, and are increasingly being applied in evaluation contexts of development cooperation (e.g. World Bank). Sectors evaluated using EGMs include health, agriculture, and sanitation. The Intern will have the opportunity to learn and expand his/her experience by providing assistance to the Unit while mainly engaging in producing EGMs

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 an Intern for the current learning and advisory work of the IEU. The Intern will be responsible for supporting the IEU's learning, synthesis, and uptake strategy and work, in particular by supporting capacity building, evidence curation and synthesis of lessons learnt of the Unit.

The internship assignment primarily will include:

- a. Assist the evaluation officers, specialists and the Head of the Unit 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 papers and news as well as summarize these as required;

- b. Assist the production of an intervention heat map for the current evidence gap maps produced by the Unit. These intervention heat maps will be directly linked to the IEU learning papers as such that the learning papers are used as the underlying framework;
- c. Support further investigation of emerging trends and key findings of the evidence gap maps and learning papers produced and currently produced by the Unit;
- d. Provide active support to the statistical meta-analysis of some studies, based on the findings and recommendations of the produced evidence gap maps. These tasks may also be co-supervised by external stakeholders and partners of the IEU;
- e. Assist and support the production of systematic review in the area (but not limited to) mitigation and adaptation;
- f. Assist other investigations related to the evidence gap maps, e.g. linking the datasets on NDCs and other country needs to principals and strategy of the GCF;
- g. Assist the evaluation officers and the Head of the Unit in establishing data systems with information in machine readable formats and for doing basic data analysis, including GIS data. He/she will also maintain data records, and prepare the manuals for the use of the document filing system;
- h. Provide support to disseminate outcomes of evaluations, evaluation synthesis and co-produced learning and uptake products in partnership with other evaluation organizations where possible;
- i. Provide support to ensure that IEU's communication and uptake strategy is state-of-the-art and multi-platform speaks with a diversity of audiences while advocating for the need and use of high-quality credible evidence;
- j. 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;
- k. Being enterprising and resourceful; and
- l. Undertaking any other related task as assigned.

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.

Requirements and Qualifications

- a. Enrolled in - or having recently completed – a Master's degree in economics, health, politics and international relations, environmental science, social science or a related field;
- b. At least one year of professional experience or equivalent in research;
- c. Previous experience working in a similar role in an international organization highly desired;
- d. Solid understanding of synthesis and systematic reviews. Previous experience working with evidence gap maps highly desired;

- e. 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;
- f. Ability to deliver creative and detailed work under pressure and within tight deadlines while managing multiple work streams and timelines;
- g. Creative and conceptual thinker, self-directed and motivated by problem-solving and design challenges;
- h. Ability to work independently and efficiently with limited guidance in a deadline-driven environment;
- i. Previous work experience in a website start-up and/or as an editor working to translate complex material highly desired;
- j. 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;
- k. Proven ability to work innovatively within a team environment; mature judgment and absolute commitment to confidentiality;
- l. Ability to read and communicate fluently in English; the ability to read and communicate in one or more languages;
- m. Excellent written and oral communication skills in English are essential for this position. Knowledge of another UN language is a plus, proficiency in French 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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