



**GREEN
CLIMATE
FUND**

Meeting of the Board

13 – 16 March 2023

Songdo, Incheon, Republic of Korea

Provisional agenda item 7

GCF/B.35/18

15 March 2023

Individual Performance Evaluation for Reappointment of Members of the Independent Technical Advisory Panel

Summary

This document informs on the process of conducting individual performance review of members of the Independent Technical Advisory Panel.

I. Introduction

1. The Board, by decision B.09/10, approved the terms of reference of the independent Technical Advisory Panel (the “Panel” or “iTAP”), which define the composition and structure of the iTAP as well as its operation as an independent body, and its mandate to engage in the review of funding proposals. The initial Panel was composed of six members serving three-year terms with the possibility of re-appointment. The Board, through decision B.BM-2018/09, updated the terms of reference of the Panel (included in annex II) and decided to expand the Panel to ten members through decision B.25/09 in March 2020 in response to the anticipated increase in funding proposals, as detailed in the GCF-1 Strategic Plan.

2. According to the updated terms of reference, the Panel members “will be procured, selected and nominated by the Investment Committee, with the support of the Secretariat, for endorsement by the Board”, and “endorsed Panel members will enter into a consultancy contract with GCF for a term of three years, with the possibility of renewal”.

3. Three of the four current members of the Panel were appointed by the Board through decision B.BM-2020/15 in December 2020 for one term of three years. Their initial contracts will expire in December 2023.

4. With a view to inform their re-appointment, and in line with the general terms and conditions of the GCF for consultancy contracts, iTAP members are subject to an individual performance review. The previous performance review of the individual members of the Panel was carried out in October and November 2021 in accordance with the updated terms of reference of the Panel and the Terms of Reference for the Performance Review of the members of the independent Technical Advisory Panel (B.BM-2021/04). SRI Executive, procured by the Secretariat as the firm to conduct this exercise, carried out a 360-degree review of each member of the Panel. Each review included input from the member being reviewed, other Panel members, members of the Secretariat who had extensive interaction with that member, representatives from Accredited Entities, Board members and alternate Board members.

5. The Investment Committee proposes that a performance review of the three Panel members is conducted pursuant to the same terms of reference of the review, included in annex III, to inform the possible re-appointment of these Panel members upon the expiration of their contracts in December 2023. In order for this to be possible, such review should be brought to the Board for consideration at the thirty-seventh Meeting.

II. Recommendation

6. It is recommended that the Board adopt the draft decision in annex I.

Annex I: Draft decision of the Board

The Board, having considered document GCF/B.35/18 titled “Individual Performance Evaluation for Reappointment of Members of the Independent Technical Advisory Panel”:

- (a) *Decides* that the performance review of the members of the independent Technical Advisory Panel shall be undertaken by an independent firm, with the aim of presenting the outcome of the performance review to the Board for consideration at its thirty-seventh meeting, pursuant to the terms of reference including in annex III; and
- (b) *Requests* the Secretariat to procure the independent firm referred to in paragraph (a) above.

Annex II: Terms of reference of the Technical Advisory Panel

I. Role and mandate

1. The Technical Advisory Panel (the Panel) will provide independent technical assessment of, and advice on, funding proposals for the Board.
2. The Panel will conduct technical assessments of funding proposals submitted through the Secretariat by GCF accredited entities at the analysis and recommendations to the Board stage of the GCF project and programme approval cycle. This will be done in accordance with the GCF project and programme approval cycle and the simplified approval process (SAP), and to provide objective technical advice on funding proposals to the Board.
3. The Secretariat will engage the Panel on all funding proposals, including those submitted through the SAP, as approved in decision B.18/06. The Panel will operate as an independent technical advisory body of GCF. The Panel and its members will be bound by these terms of reference (TOR) as well as by any relevant policies and procedures of GCF, including the policy on ethics and conflict of interest for external members serving on panels, sub-committees and working groups of the Board. The Rules of Procedure of the Board, as well as any other relevant rules and guidelines to be adopted by the Board, will apply *mutatis mutandis* to the Panel.
4. The Panel will independently assess the performance of the funding proposals submitted to GCF against the GCF activity-specific criteria.
5. The Panel, in the conduct of its technical assessment of funding proposals, will be provided, prior to its final assessment, with the final funding proposal; the Secretariat's assessment of compliance with safeguards, policies and performance of the project or programme against activity-specific criteria; and other necessary information that may reasonably be requested from the Secretariat. In addition, the Panel may be provided, as per the applicable project and programme activity cycle, with previous submissions of the funding proposals for initial review and feedback.

II. Reporting

6. Pursuant to this mandate, and in accordance with stage IV of the GCF project and programme activity cycle as outlined in annex IV to decision B.17/09 titled "Updated project and programme cycle", the Panel's advice will be submitted to the Board by the Secretariat as part of the documentation pertaining to the funding proposal. The advice provided by the Panel will consist of the outcome of its independent technical assessment and its recommendation on each funding proposal that it considers.

III. Composition and structure

7. The Panel will comprise a minimum of six members: three from developing countries and three from developed countries. The Panel membership may be increased when deemed appropriate by the Board to accommodate the need for additional capacity and areas of expertise. On a case-by-case basis, members of the Panel may call additional experts from the roster of experts if the need for specialized knowledge arises, as deemed necessary, using the budget approved for the Panel. The Secretariat will assist the Panel in the procurement of a roster of experts.

8. The Panel's collective expertise will cover a range of specialities and subspecialties related to mitigation, adaptation, the private sector and the financing of projects in developing countries.
9. Panel members and expert members will, therefore, demonstrate recognized capacity and expertise in their fields of competency as it pertains to the Fund's initial result areas, supported by a successful career track record. Familiarity with guidance stemming from the United Nations Framework Convention on Climate Change process, the Intergovernmental Panel on Climate Change and other relevant processes is desirable. Experience in the appraisal and operation of projects in the area of REDD-plus and in small island developing States, as well as expertise in gender-sensitive development and economic analysis, are also an asset.
10. Each Panel member and expert member must have an unquestionable personal reputation and have demonstrated integrity and ethical behaviour throughout his or her professional career.
11. Members of the Panel will be procured, selected and nominated by the Investment Committee, with the support of the Secretariat, for endorsement by the Board soon thereafter.
12. The endorsed Panel members will enter into a consultancy contract with GCF for a term of three years, with the possibility of renewal. The Executive Director of the GCF may terminate the consultancy contract with a Panel member in cases of unethical behaviour, negligence of duties, or any other breach of his or her obligations thereunder, whereupon his or her term as Panel member will terminate automatically.

IV. Modalities of work

13. The Panel will conduct its review of funding proposals remotely, and through physical meetings at the GCF headquarters in Songdo, Republic of Korea. The dates and timelines for reviews will be determined by the Secretariat in accordance with the project and programme approval cycle and the SAP, and may take place on a rolling basis. For funding proposals categorized under the SAP modality, reviews may follow new streamlined procedures for the simplification of the review process envisaged by the SAP. A summary of each completed technical assessment will be made available on the GCF website at least 21 days prior to Board action, in accordance with the GCF Information Disclosure Policy.
14. The Secretariat will provide the necessary operational and administrative support to the Panel.

V. Compensation

15. A fee will be paid to Panel members and expert members in accordance with the GCF rules and regulations, subject to the terms of their consultancy contracts. The monthly fee will be determined in consultation with the Secretariat to reflect the time commitments derived from the volume of funding proposals reviewed.

VI. Conflict of interest and confidentiality

16. A conflict of interest arises when a Panel member has an interest, which may include but is not limited to a financial interest that could, or could be deemed to, improperly influence the performance of his or her official duties or responsibilities as a Panel member. A conflict of interest applies to, among others, Panel members who hold positions in government or non-governmental organizations, or who are working in, or have any contractual arrangement as consultants or otherwise with, an accredited entity of the GCF or an executing entity.

17. All actual or potential conflicts of interest, or the appearance thereof, shall be immediately disclosed in writing to the Fund's Independent Integrity Unit.
18. It is the duty of the Independent Integrity Unit to review these disclosures promptly and to decide whether an actual or potential conflict of interest exists and, if so, whether to issue a waiver defining the extent to which the Panel member in question may participate in any discussion of the issue that has given rise to the conflict.
19. When the Independent Integrity Unit determines that an actual or potential conflict of interest exists, the Panel member shall not participate in the matter that has given rise to the conflict absent a waiver from the Independent Integrity Unit. The waiver may be designed to allow for any level of participation that the Independent Integrity Unit deems appropriate.
20. Furthermore, at the time of appointment, all Panel members will sign the oath contained in the appendix I to this document.
21. Panel members shall adhere to the Policy on Ethics and Conflict of Interest for External Members of Green Climate Fund Panels and Groups, as may be amended from time to time.
22. Panel members shall adhere to the Fund's information disclosure policy, as may be amended from time to time, including in respect of the treatment of confidential information.

VII. Revision and termination of the terms of reference of the Panel

23. The Board may revise the TOR as necessary, and upon the advice of the Investment Committee, in order to incorporate lessons learned and to reflect the evolving technical needs of the GCF.
24. The mandate of the Panel may be revised or terminated by the Board, if deemed necessary.

Appendix I: Oath to be taken by the members of the Technical Advisory Panel

“I solemnly declare that I shall perform my duties as a member of the Technical Advisory Panel (the Panel) of the Green Climate Fund (the Fund), honourably, faithfully, impartially and conscientiously.

I further solemnly declare and promise that I shall disclose any financial interest or any other real or perceived conflict of interest in the review and consideration of funding proposals submitted to the Panel and, in general, in any other matter in connection with the fulfilment of the mandate of the Panel.

I shall refrain from participating in the consideration of funding proposals or policy discussions where any financial interest or any other real or perceived conflict of interest may arise, or where any personal circumstance might be incompatible with the requirements of integrity and impartiality expected from a member of the Panel.

I solemnly declare that I accept and will be bound by the Policy on Ethics and Conflict of Interest for External Members of Green Climate Fund Panels and Groups. Subject to my responsibilities to the Panel, I shall not disclose, even after the termination of my functions, any confidential or proprietary information which is transferred to the Board, the Investment Committee, the Panel or the Secretariat, or any other confidential information coming to my knowledge by reason of my duties for the Panel.”

Full name: _____

Date: _____

Signature: _____

Annex III: Terms of reference of the performance review of the members of the independent Technical Advisory Panel

I. Introduction

1. The Technical Advisory Panel (TAP), in accordance with decision B.07/03, paragraph (f), was established to provide an independent technical assessment of and advice on funding proposals for the Board. As per the terms of reference approved in decision B.09/10 and revised by decision B.25/09, the TAP is comprised of ten expert members with balanced representation between developing and developed countries, with gender balance, and with collective expertise covering a range of specialties related to adaptation, mitigation, the private sector, financing, and development and implementation of projects in developing countries. Each TAP member is nominated by the Investment Committee for endorsement by the Board, for a period of three years.
2. The GCF endeavors to nurture and develop talent in order to promote the most effective use of their expertise; to determine the quality of their service; to recognize their achievements; and to identify their training and development needs.
3. The Board notes the importance of providing feedback and evaluating performance, in order to facilitate learning and continuous improvement in the day-to-day operations of the TAP.
4. The Board proposes to conduct a 360-degree assessment exercise of the TAP members. This assessment will help inform the process of contract renewal and possible parallel recruitment of TAP members, and help the TAP members to gain insights on how she/he is perceived by other TAP members and stakeholders and have an opportunity to adjust behavior and develop skills that will enable her/him to excel at her/his role.
5. This Request for Proposals (RFP) seeks to identify an independent external evaluation firm that will undertake the tasks described below. The firm will conduct the review in consultation with the Investment Committee, with support from the Secretariat.

II. Objective of the assignment

6. The objective of the assignment is to assist and facilitate the performance review of the TAP members in accordance with the “Guiding principles and methodology for the performance review of members of the Technical Advisory Panel of the Green Climate Fund”.
7. The review should take into account the accountability of the TAP to the Board of the GCF, and be conducted with a spirit of openness and positivity towards giving and receiving feedback.
8. The review shall cover the entire period of each TAP member’s latest 3-year term, which commenced in December 2020.

III. Scope and focus of the assignment

9. The independent firm would conduct a 360-degree assessment exercise in which the members of the TAP would receive feedback on their performance through self- evaluation and anonymous feedback from those who work closely with the member, including members of the Board and alternate Board members, relevant individual staff members of the Secretariat, other TAP members; and a sample of accredited entities.

10. The performance review of the members of the TAP will:
 - (a) Understand the organization's mission and the mandate and role of the TAP members;
 - (b) Identify dimensions to be measured with respect to the updated terms of reference of the TAP, as contained in decision B.25/09.
 - (c) Collect qualitative and quantitative feedback on the TAP members' performance in the relevant assessments in which the TAP member participated, either as lead or secondary reviewer.
 - (d) Include an evaluation of the essential competencies for the role – technical expertise, integrity, ethical behaviour, teamwork, communications, and ability to meet deadlines.
11. The assessment tool will include, but may not be limited to, the following features:
 - (a) Designed to collect objective feedback from:
 - (i) Members of the Board and alternate Board members;
 - (ii) Relevant individual staff members of the Secretariat;
 - (iii) Other TAP members; and
 - (iv) A sample of accredited entities;
 - (b) Internet-based administration and data collection;
 - (c) Utmost confidentiality;
 - (d) Based on performance review processes of similar positions in comparable institutions;
 - (e) Ability to link between the reviewed funding proposals and the respective TAP members in charge of their assessment; and
 - (f) Designed to provide tailored report and analysis with ratings, verbatim comments and graphs indicating strengths and areas for development.
12. The independent firm will:
 - (a) Collate and review the information from the self-assessment, the review of relevant
 - (b) Funding Proposals' assessments, and the 360-degree assessment exercise;
 - (c) Provide feedback to the individual TAP members, for validation of the results and to give them valuable feedback on how their performance is perceived by other TAP members and stakeholders;
 - (d) Report to the Board the collated information on the performance review of the TAP members at the thirty-seventh meeting of the Board to enable the Board to assess the TAP members' performance and take appropriate action;
 - (e) Keep all personal information absolutely confidential, disclosing only to those who have the agreed privilege to view the data.

IV. Deliverables

13. The deliverables include:
 - (a) A detailed report to be provided to the Board, addressing the following matters:
 - (i) The criteria for reviewing performance;
 - (ii) Review of the performance of each member of the TAP against the criteria; and
 - (iii) Recommendations to the Board; and

- (b) An interim report to be provided to the Investment Committee, containing the preliminary results of the performance review.

V. Reporting arrangements

14. The independent consultant or firm shall report to the Investment Committee, and keep the Investment Committee regularly updated with respect to progress related to the review.

VI. Duration of the consultancy

15. The consultancy is expected to take up to a maximum of eight weeks starting from the date of signature of contract by both parties, subject to adjustments as required and mutually agreed.

Annex IV: Note from Investment Committee Chairperson to the Co-Chairs

I, Edward Webber, as chair of the Investment Committee, declare that the Investment Committee has reviewed and cleared the present document, and endorses the decision proposed.
