

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

I. Introduction

1. The independent Technical Advisory Panel (iTAP), 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 through decision B.25/09, the iTAP is composed of 10 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 iTAP member is nominated by the Investment Committee for endorsement by the Board, for a period of three years.

2. GCF endeavours to nurture and develop talent in order to promote the most effective use of iTAP members' 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 iTAP.

4. The Board proposes to conduct a 360-degree assessment exercise of seven iTAP members whose initial contracts will expire in December 2025, March 2026 and July 2026. This assessment will help to inform the process of contract renewal and possible parallel recruitment of iTAP members, and help the iTAP members to gain insights on how they are perceived by other iTAP members and stakeholders and provide them with an opportunity to adjust behaviour and develop skills that will enable them to excel at their role.

5. This request for proposals 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 iTAP 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" contained in annex III to decision B.BM-2017/12.

7. The review should take into account the accountability of the iTAP 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 the initial term of each iTAP member whose initial term commenced in January 2023, April 2023 or July 2023.

III. Scope and focus of the assignment

9. The independent firm would conduct a 360-degree assessment exercise in which the members of the iTAP would receive feedback on their performance through self-evaluation and anonymous feedback from those who work closely with them, including members and alternate

members of the Board, relevant individual staff members of the Secretariat, other iTAP members and selected accredited entities.

10. The performance review of the members of the iTAP will:
 - (a) Understand the mission of GCF and the mandate and role of the iTAP members;
 - (b) Identify dimensions to be measured with respect to the updated terms of reference of the iTAP, as contained in decision B.25/09.
 - (c) Collect qualitative and quantitative feedback on an individual iTAP member's performance in the relevant assessments in which the iTAP member participated, either as lead or secondary reviewer; and
 - (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 and alternate members of the Board;
 - (ii) Relevant individual staff members of the Secretariat;
 - (iii) Other iTAP members; and
 - (iv) Selected 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 iTAP members in charge of their assessment; and
 - (f) Designed to provide a 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 funding proposals' assessments, and the 360-degree assessment exercise;
 - (b) Provide feedback to the individual iTAP members for validation of the results and to give them valuable feedback on how their performance is perceived by other iTAP members and stakeholders;
 - (c) Report to the Board the collated information on the performance review of the iTAP members at the forty-third meeting of the Board to enable the Board to assess the iTAP members' performance and take appropriate action; and
 - (d) Keep all personal information absolutely confidential, disclosing it 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 iTAP 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.