



Global Environment Facility

GEF/C.22/Inf.18
November 13, 2003

GEF Council
November 19-21, 2003

STATUS REPORT ON THE PROCESS FOR APPOINTING A DIRECTOR OF THE MONITORING AND EVALUATION UNIT

I. INTRODUCTION

1. On July 28, 2003, the Council approved the Terms of Reference for an Independent Monitoring and Evaluation Unit and requested the CEO to initiate an open and transparent recruitment process for the director of the Monitoring and Evaluation Unit with a view to proposing to the Council at its meeting in November 2003 a candidate for appointment to the position.

2. On August 26, 2003, the CEO wrote to all Council Members informing them of the process that would be followed with a view to identifying a candidate for Council consideration. (A copy of the letter is attached as an annex to this report.)

3. The purpose of this status report is to inform the Council of the progress that has been made in the selection process.

II. STEPS TAKEN TO IDENTIFY A CANDIDATE

Initial steps and longlisting

4. The GEF Secretariat worked with the executive search group of the World Bank's Human Resources Department to prepare a job description for the post, to determine the appropriate level for the position and to advertise the vacancy.

5. The position was advertised in selected international journals and through posting on the GEF website as well as the websites of the GEF Implementing and Executing Agencies. The position was also advertised through a number of professional associations for monitoring and evaluation. The closing dates for applications was September 26, 2003.

6. After the closing date, an initial screening of all applicants was carried out by the executive search group of the Human Resources Department of the World Bank to produce a long list of candidates. This task was completed on October 3, 2003.

Short listing

7. The GEF Deputy Chief Executive Officer and a staff member from the World Bank Operations Evaluation Department reviewed the applications of candidates on the long list and produced a short list of six candidates. The short listing was completed on October 10, and candidates on the short list were contacted to arrange for interviews.

Interviewing and Selection

8. The Head of the Evaluation Department of each of the three Implementing Agencies was invited to serve on a selection committee chaired by the CEO. The role of the selection committee was to interview candidates on the short list and to advise on the selection of a final candidate. Mr. Gregory K. Ingram, Director-General, Operations Evaluation, World Bank, and

Mr. Norgbey Segbedzi, Director of UNEP's Evaluation and Oversight Unit, agreed to serve on the committee. Mr. Nurul Alam, Director of UNDP's evaluation office, recused himself.

9. Candidates were invited to Washington to be interviewed by the committee on October 22-23, 2003. All but one of the six candidates were interviewed during the two days. A sixth candidate was unavailable for an interview until November 5, 2003. Therefore, the interviews were not completed in the period originally foreseen.

Appointment of a candidate by the Council

10. Given the delay in interviewing the sixth candidate, it has not been possible to propose to the Council in advance of the Council meeting a candidate for appointment to the position.

11. The committee agreed on a ranking of the candidates, and reference checks are being completed on the top ranked candidate. Discussions are currently on-going with the candidate to clarify the terms of employment and to confirm his/her willingness to accept the position.

12. Since the CEO has not been able to propose a candidate to the Council Members in sufficient time to allow for consultation within constituencies, it is now suggested that a proposed decision for approval by mail be circulated to Council Members and Alternates by mid-December.



Global Environment Facility

Leonard Good
CHIEF EXECUTIVE OFFICER
AND CHAIRMAN

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August 26, 2003

Dear Council Member,

I am writing further to my letter of July 29, 2003, under cover of which I transmitted to you the approved terms of reference for an independent monitoring and evaluation unit. In approving the terms of reference, the Council requested that I initiate an open and transparent recruitment process for the Director of the Monitoring and Evaluation Unit with a view to proposing to the Council at its meeting in November 2003 a candidate for appointment to the position.

The purpose of this letter is to inform you of the process that we propose to follow with a view to identifying a candidate for your consideration.

The position will shortly be submitted for advertising as follows:

- a. by posting on the GEF website as well as the websites of the GEF Implementing and Executing Agencies;
- b. through the recruitment offices of the World Bank and the United Nations;
- c. through monitoring and evaluation professional networks;
- d. in selected international journals; and
- e. by disseminating a copy of this letter to political and operational focal points of states participating in the GEF.

In advertising the position, an abbreviated version of the terms of reference for the position approved by the Council will be used. The terms of reference approved by the Council will be posted on the GEF website, and the approved terms will guide the selection process.

Candidates will be invited to submit their applications to the World Bank Human Resources Department by September 26, 2003.

An initial screening of all applications will be undertaken by the Executive Search group of the Human Resources Department of the World Bank with a view to preparing an initial list of qualified applicants. Thereafter, the Deputy Chief Executive Officer of the GEF together with a

staff member from the World Bank's Operations Evaluation Department will review applications on the long list with a view to preparing a short list of the most promising candidates.

After a short list is prepared, I will chair a selection committee that will be responsible for interviewing the short-listed candidates and for advising me on the selection of a final candidate to recommend to the Council. I will invite the Head of the Evaluation Department of each of the three Implementing Agencies to serve on the selection committee. While the selection committee will be expected to focus its attention on the candidates on the short list, the group will also be provided with a list of all applicants who applied for the position and will have access to the information submitted by the applicants..

On the basis of the applications received, interviews, reference checks, and the advice provided to me by the selection committee, I will recommend a candidate for appointment to the position. I expect that I will inform the Council of my recommendation by November 3 so that Council Members will be able to consult with their constituencies prior to the November meeting.

The following timetable summarizes the above:

August 29-September 26, 2003	Advertise position – period in which applications may be submitted
September 29 – October 3, 2003	Initial screening of applications to prepare list of qualified candidates
October 6 – 10, 2003	Preparation of short list
October 14 – 24, 2003	Interviews with short list candidates
November 3, 2003	Recommendation of preferred candidate distributed to Council

Please do not hesitate to contact me if you require any more information about this process.

Sincerely,

Leonard Good
Chief Executive Officer and Chairman

cc: Alternates, all those invited to Council meetings, operational focal points