



Donor Funded Staffing Program

TOR No:	2020-024
Title:	Junior Professional Officer for Results and Country Support Programs
Grade:	UC
Division/VPU:	GEFSEC/GEFPPO
Duty Location:	Washington, DC
Appointment Type and Duration:	Two-year Term Appointment

Background and Context:

The Global Environment Facility was created in the run up to the 1992 Rio Earth Summit. GEF's work focuses on ensuring that continued growth and prosperity happen in a way that does not compromise the global commons—the world's oceans, atmosphere, land, forests, etc. Building on its role as financial mechanism of several multilateral environmental conventions, the GEF provides financing to more than 140 developing countries for projects and programs that address biodiversity loss, climate change mitigation and adaptation, degradation of international waters, land and forests, ozone depletion, elimination or reduction of persistent organic pollutants and mercury.

GEF is a partnership of 18 organizations, including the World Bank, regional development banks, UN agencies, international NGOs and selected national agencies in recipient countries. GEF's "2020 Strategy", adopted in 2014 outlines an ambitious vision for the GEF to enhance its role and impact by proactively seeking to address the drivers of environmental degradation, delivering integrated solutions across a range of environmental domains, and building effective multi-stakeholder coalitions. In June 2018, 29 donors committed a total of US\$4.1 billion to the GEF's four-year investment program, covering 2018-2022 ("GEF-7"). GEF-7 is now under implementation.

The GEF Secretariat is, for administrative purposes, established as a Vice Presidential Unit within the World Bank Group. It has approximately 75 staff and is organized in three units: a GEF Programs Unit (GPU), a Policy, Partnerships and Operations Unit (PPO) Unit, and the CEO Front Office.

The GEF PPO Unit is responsible for a number of critical corporate functions within the GEF Secretariat (GEFSEC) and is organized along main workstreams covering the following areas: (1) Partnerships and resource mobilization; (2) Country relations; (3) Policy and strategy; (4) Operations; (5) Results and Monitoring; (6) Knowledge & Learning; (7) Gender; and (8) Information technology.

The Result and Monitoring work stream is responsible for establishing and maintaining corporate frameworks for assessing and tracking the GEF's effectiveness and performance in delivering results. It seeks to strengthen the GEF's internal and external accountability and promote a performance-oriented

culture. This includes coordinating the delivery of the result targets defined at the time of replenishment and all related reporting.

The Global Environment Facility (GEF) is seeking to hire a dynamic and talented Junior Professional Officer to support the Secretariat's Results and Monitoring workstream.

The selected candidate will report to the GEF PPO Manager. The position will require a high level of interaction and collaboration within the PPO unit, with GEF's Program Unit as well as with GEF implementing agencies.

Duties and Accountabilities

Working under the leadership of senior PPO staff, the Junior Professional Officer will lead a combination of analytical and country-facing programs in the two key workstreams of the Results and Monitoring and Country Support Program.

In particular, for the Results and Monitoring program, the Staff will work directly with a Senior Results Specialist and a team of four staff. S/he will be responsible for designing and developing the results analytics to assess the GEF's contribution to Global Environmental Benefits and methodological research, data analysis and data communication (including visualization), with a focus on supporting the implementation of the GEF portfolio and core results indicators, and maintaining and updating the related tools, methodologies and databases. The Junior Professional Officer will be in charge of tracking progress of the GEF's portfolio and core results indicators by collecting, extracting, compiling and analyzing data from multiple sources to deliver analysis on performance. The role includes an ability to transform data into clear and compelling data visualizations and dashboards, to support and enhance the effectiveness of results reporting.

Responsibilities under the Country Support Program will entail participating in and contributing to a large program of country-driven workshops involving practitioners in the environment field from governments, civil society organizations and the 18 implementing agencies which take place in all GEF member countries.

The ideal candidate would have had experience with conducting analytics and managing complex data sets and systems in complex operating environment, as well as operational experience in a field relevant to the GEF mandate as well as exposure to members of the GEF Partnership, in positions with an implementing agency, a government and/or a CSO.

The candidate would have the opportunity to be exposed to the global results architecture around environmental benefits, will gain a good understanding of the GEF priorities and its GEF2020 Strategy, and a significant understanding of the complexity of the GEF partnership arrangement, within which GEF implementing agencies play a major role on delivery of project and program results.

The Junior Professional Officer will have the opportunity to work closely with experts in different policy and operational fields in the GEFSEC team and will directly interact with high level representatives from governments, implementing agencies and CSOs.

Specific duties include the following:

1. Support the work of the results work stream as required.

2. Consolidate the portfolio and core results indicators data set; review the available documentation including project documents along the project cycle and data from a broad range of sources.
3. Support in the preparation of the annual monitoring report and other results reports as needed by collecting data, performing due diligence, undertaking data analysis and monitoring the use of core results indicators.
4. Collaborate with the technical teams at the GEF Secretariat and the GEF Agencies to improve and implement portfolio level indicators to track progress towards results, as called for during each replenishment period and for the purpose of regular reporting to the GEF Council;
5. Provide information to and curate data for the GEFSEC technical teams, GEF Partner Agencies, and other partners, including country focal points, STAP, NGOs and donor country institutions with regards to results performance monitoring processes and requirements as part of the GEF results and monitoring framework
6. Develop strategic dialogue content for the CSP global engagement programs.
7. Consult government counterparts to identify strategic priorities and develop the dialogue to advance CSP activities.
8. Liaise with teams in Implementing Agencies to disseminate the CSP program and establish mutually interesting priorities to be addressed.
9. Collaborate with civil society representatives to strengthen the role of CSOs in CSP events.
10. Manage information sharing and exchanges with GEF senior management to ensure appropriate planning and representation at CSP events.

Note:

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.

Selection Criteria:

1. Master's degree (advanced degree) in a relevant discipline with a strong quantitative background and at least two years (3 years preferred) experience.
2. Technical expertise on the generation and use of results information, with an ability to think strategically and rapidly analyze, interpret and integrate data/ information from varied sources into clear conclusions and recommendations.
3. Experience in analyzing relationships among several parts of a problem or situation and in expressing concepts clearly through visual representations that effectively display data, elements of correlation and trends requiring attention.
4. Ability to understand the governance, policies, procedures and technical issues related to the GEF and/or other similar global environmental/development operations.
5. Excellent command of the English language, both oral and written; mastery of French or Spanish a plus.
6. Ability to work in a multi-cultural team environment, willing to embrace new ideas, and experience dealing with a range of stakeholders, including international organizations, development agencies, and governments.

7. Experience working or studying in developing countries is preferred.
8. Excellent diplomatic skills and ability to communicate effectively and with tact.
9. The candidate should have strong interpersonal skills and the capacity to work effectively on sensitive issues across the GEF Secretariat and partnership.

Required Competencies:

Deliver results for clients:

- Sets challenging goals that align with the WBG mission and is always looking to improve
- Understands clients' most pressing challenges and contributes to solutions
- Takes personal responsibility for producing high quality work, identifying and informing of risks, and delivering results for clients

Lead and innovate:

- Applies critical thinking to current approaches, identifies areas for improvement, and tries new solutions that drive results
- Considers own behavior in context of WBG's values and mission and recognizes impact one has on others
- Operates in ambiguity and changing needs and supports others to do the same

Collaborate within teams and across boundaries:

- Keeps others fully informed to ensure integration and work consistency and displays a sense of mutuality and respect
- Approaches conflicts as common problems to be solved
- Seeks and listens to input from others to inform own decision making and openly shares information
- Frames thinking/actions with a WBG corporate perspective in mind

Create, apply and share knowledge:

- Contributes to the department's and WBG's body of knowledge by applying lessons learned and expertise
- Actively invests in own knowledge and seeks feedback
- Builds personal and professional networks within and beyond the work group

Make smart decisions:

- Seeks and analyzes facts, data and lessons of past experience to support sound, logical decisions regarding own and others' work
- Applies cost/benefit analysis to meet work program objectives
- Contributes to decision making by providing relevant risk-analysis
- Shows initiative when necessary, and makes decisions in a timely manner within own area of responsibility