

# Fund for responding to loss and damage

---

FLD/B.1/9

25 April 2024

## First meeting of the Board

30 April to 2 May 2024

Abu Dhabi, United Arab Emirates

Provisional agenda item 11

## Background paper on the process for selecting the Executive Director of the Fund

---

### *Expected actions by the Board*

The Board will be invited to:

- (a) Agree on the approach to and timeline for the development of the terms of reference for the Executive Director;
  - (b) Agree the timeline for the advertisement for and shortlisting of candidates and for the selection of the Executive Director;
  - (c) Launch the process for the selection of the Executive Director of the Fund as appropriate.
-

## I. Background and mandate

1. The Conference of the Parties, at its twenty-eighth session, and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement, at its fifth session, urged<sup>1</sup> the Board of the Fund referred to in paragraphs 2–3 of decisions 2/CP.27 and 2/CMA.4 to promptly select the Executive Director of the Fund through a merit-based, open and transparent process, in a manner that ensures the full autonomy of the Board of the Fund to select the Executive Director of the Fund at a level of seniority set by the Board, in line with relevant World Bank human resources policies.<sup>2</sup>

2. The Governing Instrument of the Fund stipulates that the Board will select the Executive Director of the Fund,<sup>3</sup> and further elaborates that the secretariat will be headed by the Executive Director of the Fund, who will be selected by the Board, which will also approve the job description and required qualifications for the Executive Director. The Executive Director will be selected through a merit-based, open and transparent process and will have the necessary experience and skills for the position.<sup>4</sup>

## II. Options for the timeline of the selection process

3. The Board may wish to consider the options presented in the table below for determining, in consultation with the World Bank, the timeline for the development of and agreement on the terms of reference, and the subsequent advertisement for and shortlisting of candidates and the selection of the Executive Director.

### Options for the timeline of the Executive Director selection process

<i>Activity</i>	<i>Timeline option A</i>	<i>Timeline option B</i>
Agreement on the terms of reference	First Board meeting (B.1)	B.2
Advertise the post	Between B.1 and B.2	Between B.2 and B.3
Shortlisting of candidates	B.2	B.3
Selection of Executive Director	B.3	B.4

## III. Terms of reference of the Executive Director

4. In line with the options outlined in the table above, the Board could either develop and agree on the terms of reference during its first meeting, which would allow for the launching of the selection process to be initiated thereafter, or initiate discussions and progress work on the development of the terms of reference with a view to agreeing them during its second meeting, after which the selection process could be initiated.

5. In developing the terms of reference for the Executive Director, encompassing at a minimum the job description and required qualifications, the Board may wish to consider examples of terms of references applicable to the executive heads of comparator funds. A compilation of the terms of reference of executive heads of comparator funds will be issued by the interim secretariat as an addendum to this document. The annex to this document contains a draft terms of reference for consideration and further refinement by the Board.

<sup>1</sup> Para. 11 of decisions 1/CP.28 and 5/CMA.5.

<sup>2</sup> Para. 20(b) of decisions 1/CP.28 and 5/CMA.5.

<sup>3</sup> Para. 22(q) of annex I to decisions 1/CP.28 and 5/CMA.5.

<sup>4</sup> Para. 33 of annex I to decisions 1/CP.28 and 5/CMA.5.

#### **IV. Modalities**

6. The Board may wish to appoint an ad hoc committee comprising eight members of the Board, with equitable regional representation, to undertake the evaluation and provide a recommendation to the Board for consideration at its next meeting.

## **Draft terms of reference for the Executive Director of the Fund for responding to loss and damage**

### **A. Job description**

7. The Executive Director will be selected by, and accountable to, the Board of the Fund for responding to loss and damage.

8. The Executive Director, operating under the Board, will:

- (a) Work to achieve the objectives and purpose of the Fund;
- (b) Establish and maintain effective relationships with the Government of the host country of the Board in maintaining support;
- (c) Recruit and retain a cadre of professional staff with relevant experience, including experience in a range of issues related to responding to loss and damage and experience in financial institutions;
- (d) Ensure that staff recruitment is open, transparent and based on merit, taking into account geographical and gender balance and cultural and linguistic diversity, in accordance with the organizational structure and administrative budget approved by the Board;
- (e) Effectively manage and develop staff in order to execute the day-to-day operations of the Fund, maximize performance and promote an inclusive and healthy working environment;
- (f) Provide regular and structured performance feedback to the staff of the secretariat, including direct reports;
- (g) Support the Board in fulfilling its roles and functions in line with the Governing Instrument of the Fund, including the organization of and preparation for meetings of the Board;
- (h) Report to the Board at its regular meetings;
- (i) Be responsive to the Board, nurture and maintain open channels of communication, and build an effective relationship with the Board;
- (j) Lead the secretariat's efforts in the day-to-day operations of the Fund and supporting the Board, including by:
  - (i) Planning and executing all relevant operational and administrative duties;
  - (ii) Reporting information on the activities of the Fund to the Board;
  - (iii) Developing and implementing procedures for coordinating the activities of the Fund with those of other relevant funding arrangements;
  - (iv) Preparing performance reports on the implementation of activities financed by the Fund;
  - (v) Developing the work programme and administrative budget of the secretariat, for consideration and approval by the Board;
  - (vi) Operationalization of the programme and project cycle;
  - (vii) Preparing financial agreements related to the specific financing instrument to be concluded with an implementing entity;
  - (viii) Monitoring the financial risks of the portfolio of the Fund;
  - (ix) Working with the Trustee to support the Board to enable it to fulfil its responsibilities;

- (x) Coordinating the monitoring and evaluation of programmes, projects and activities financed by the Fund;
- (xi) Establishing and applying effective knowledge management practices;
- (xii) Establishing modalities that allow recipients to use implementing entities, including international, regional, national and local entities, as appropriate, on the basis of functional equivalency with World Bank safeguards and standards;
- (xiii) Assisting countries in engaging with the Fund through its processes and procedures;
- (xiv) Coordinating with the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change to support countries seeking to access the Fund through technical assistance through the network;
- (xv) Taking a regionally informed approach in responding to context-specific operational needs, capabilities and priorities of recipient countries;
- (xvi) Performing any other functions assigned by the Board;
- (k) Liaise with members and alternate members of the Board; observers and other relevant stakeholders, including other entities that form part of the funding arrangements; implementing entities; and bilateral, regional, multilateral and private sector institutions and agencies, including with a view to advancing the convening of and building strong working relationships with observers and other relevant stakeholders;
- (l) Manage external relationships and partnerships, including by actively promoting the profile of the Fund, with a view to, inter alia, raising awareness and increasing resource mobilization efforts.

## **B. Required experience and qualifications**

9. The Executive Director will demonstrate:

- (a) Strong intellectual leadership, based on extensive knowledge on and experience in the area of climate change, particularly with regard to economic and non-economic loss and damage associated with the adverse effects of climate change, including extreme weather events and slow onset events, as well as development, finance and their interrelationships;
- (b) Sound political judgment and excellent strategic and analytical skills that can be applied to complex problems;
- (c) Enhanced communication and advocacy skills to enable successful interaction with decision makers at the highest level;
- (d) Leadership and management experience within a large organization in an international context;
- (e) Strong values and ethics, with the ability to mobilize and engage people;
- (f) A track record of robust and accountable management of financial resources at a senior level, preferably in a development finance context;
- (g) Experience in working with a range of stakeholders in developing and developed countries;
- (h) Sensitivity to political, gender, cultural and religious differences;
- (i) An impeccable reputation for honesty, integrity and expertise;
- (j) Sufficient knowledge of the Convention and the Paris Agreement;
- (k) A degree in a relevant field; advanced degree desirable;

- (l) At least 15 years of relevant experience, including experience in, or working with, developing countries;
- (m) Fluency in English; knowledge of Arabic, Chinese, French, Russian or Spanish an advantage.

**C. Remuneration, contractual arrangements and term**

- 10. Remuneration will be comparable to the level of a Vice-President of the World Bank.
  - 11. The Board will appoint the Executive Director with a performance-based contract.
  - 12. The Executive Director's performance will be evaluated regularly in accordance with any relevant performance criteria and measurement procedures approved by the Board.
  - 13. The term of the position will be four years, with the possibility of reappointment once.
-