

# CLIMATE INVESTMENT FUNDS

CTF-SCF/TFC.7/Inf.5  
October 28, 2011

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Joint Meeting of the CTF and SCF Trust Fund Committees  
Washington, D.C.  
November 3, 2011

## **OBSERVER SELECTION PROCESS STATUS REPORT**

## **I. BACKGROUND**

1. At its joint meeting in June 2011, the CTF and SCF Trust Fund Committee reviewed document CTF-SCF/TFC.6/5, Observers in the CIF Governing Bodies, and CTF-SCF/TFC.6/CRP3 and CTF-SCF/TFC.6/CRP4 submitted by civil society observers and private sector observers participating in consultations convened in the margins of the 2011 Partnership Forum.
2. The joint meeting welcomed the short term measures that were put in place by the CIF Administrative Unit to enhance the participation of observers in the CIF as recommended by the reviews of observer participation submitted to the Committees at their joint meeting in November 2010.
3. The joint meeting also welcomed the feedback and recommendations from the stakeholder consultations and requested the CIF Administrative Unit to work with the civil society and private sector observers to move forward on the selection of observers to the CIF governing bodies in a cost-effective manner. The joint meeting agreed that the cost of the selection process for civil society and private sector observers should be funded from the administrative budget of the CIF Administrative Unit, and requested the Administrative Unit to keep the Committees informed of the process and the costs.
4. This paper has been prepared in response to that request. The document includes information on:
  - a) cost and steps for recruitment of observers, and
  - b) next steps and key milestones in the selection process.

## **II. THE COST AND STEPS FOR RECRUITING OF OBSERVERS**

5. The CIF Administrative Unit has selected two firms (one for the CSO and another for the private sector), to facilitate the process for selection of CSO and private sector representatives. These two firms were chosen in accordance with the World Bank's consultant procurement procedures, including a competitive bidding process.
6. RESOLVE, an NGO whose mission is build strong, enduring solutions to environmental, social, and health challenges and to help community, business, government, and NGO leaders get results and create lasting relationships through collaboration, has been selected to design and implement the second selection process for the CSO observers. The selection of the second set of CSO observers will be completed in January 2012.
7. Business for Social Responsibility (BSR), a global association of more than 250 companies dealing exclusively with business and sustainability, has been selected to design and implement the second selection process for the private sector observers. The selection of the second set of private sector observers will be completed in December 2011.
8. The total cost of the CIF observer selection process is \$86,918.00 broken down as follows:

- a) selection of CSO observers - \$54,158.00 and
- b) selection of private sector observers - \$32,760.00.

### III. NEXT STEPS AND KEY MILESTONES IN THE SELECTION PROCESS

9. The following time tables have been agreed for the selection process

#### Civil Society Observers

Activities	Milestones	Remark
<b>Application Process</b>	October 15 – November 06, 2011	A ‘call for applications’ to be posted on RESOLVE website and sent to the Climate-L mailing list.
<b>Advisory Committee Recruitment</b>	October 17– November 11, 2011	RESOLVE will identify and recruit an Observer Advisory Committee.
<b>Screening Process</b>	November 06, – November 14, 2011	Applicants will be screened and ranked against the revised 2011 selection criteria, which was agreed during the CSO consultation in June 2011.
<b>Voting</b>	December 05, 2011 – January 06, 2012	An electronic voting process will be opened during which CSO organizations may vote for CSO observer candidates from their region.
<b>Tally Votes</b>	January 09 – January 18, 2012	RESOLVE will tally votes and review winners against the revised criteria.
<b>Announce Observers</b>	January 19 – January 20, 2012	RESOLVE will notify the successful candidates, and announce the final observers publicly via their and the CIF Administration Unit websites.

#### Private Sector Observers

Activities	Milestones	Remark
<b>Application Process</b>	October 24 – November 07, 2011	A ‘call for applications’ to be posted on BSR website and sent to the Climate-L mailing list.
<b>Advisory Committee Recruitment</b>	October 27 – November 11, 2011	BSR will identify and recruit an Observer Advisory Committee.
<b>Screening Process</b>	November 12, – November 19, 2011	Applicants will be screened and ranked against the revised 2011 selection criteria, which was agreed during the private sector consultation in June 2011
<b>Public consultation</b>	November 20, – December 02, 2011	A list of short listed candidates will be made available on BSR website for public consultation.
<b>Announce Observers</b>	December 05 – December 09, 2011	BSR will notify the successful candidates, and announce the final observers publicly via their and the CIF Administration Unit websites.

