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## **Procedure for the selection and appointment of the Director of the Independent Office of Evaluation of IFAD**

### **Note to Evaluation Committee members**

#### Focal points:

#### Technical questions:

**Paolo Ciocca**  
Secretary of IFAD  
Tel.: +39 06 5459 2254  
e-mail: p.ciocca@ifad.org

#### Dispatch of documentation:

**Deirdre McGrenra**  
Head, Governing Bodies Office  
Tel.: +39 06 5459 2374  
e-mail: gb\_office@ifad.org

Evaluation Committee — Seventy-second Session  
Rome, 17 July 2012

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For: **Review**

## Recommendation for review

The Evaluation Committee is invited to review this document and take note of the information presented in this document, together with the proposed tentative timeline for the appointment of the Director, IOE, contained herein on page 3 and the actions to be undertaken as outlined in said timeline.

## Background

1. The present incumbent of the position of Director, Independent Office of Evaluation of IFAD (IOE), Mr Luciano Lavizzari, will complete his second and final term of office in April 2013. As such and in accordance with the Terms of Reference of the Evaluation Committee<sup>1</sup> and the Revised Evaluation Policy<sup>2</sup>, at its 108<sup>th</sup> session in April 2013, the Executive Board will be asked to endorse a candidate recommended by the Evaluation Committee.

## Procedure for the selection and appointment of the Director, IOE

2. Section V of the Revised IFAD Evaluation Policy states:

### "A. Procedure for selecting and appointing Director of IOE

58. The Director IOE shall be appointed by the Board for a single, non-renewable period of six years<sup>33</sup>. The Fund shall enter into a contract with Director IOE in accordance with the terms determined by the Executive Board, which shall be equivalent to D-2 rank positions at IFAD. The following procedures will be applied for the selection and appointment of the Director IOE:

- a) The selection process will be led by a search panel consisting of three representatives of members of the Evaluation Committee including the Chairperson (one each from Lists A, B and C), two independent experts identified by the Evaluation Committee with recognized evaluation experience (at least one of whom would have experience managing an independent evaluation department) and a representative of IFAD's senior management.
- b) IFAD Management shall provide administrative and legal support to the search panel.
- c) The search panel shall develop the position description, ensure that the position is advertised, prepare the short list of applicants, interview and assess the applicants and rank the candidates in order of merit.
- d) To help ensure good quality candidates, if required, a professional headhunting firm may be engaged to help the search panel.

<sup>1</sup> EB 2011/102/R.47/Rev.1

<sup>2</sup> EB 2011/102/R.7/Rev.1

<sup>33</sup> Key elements of the terms of reference of the Director of IOE are attached in Annex II.

- e) After the search panel completes its work, the Chairperson of the Evaluation Committee will consult with the IFAD President.
- f) The Chair would then present the report of the search panel to the Evaluation Committee. This report will clearly mention the views of the President with respect to the suitability of the recommended candidate and any other concern the President may have about the recommended candidate. Thereafter, the Committee will generate a common understanding on which candidate to recommend to the Executive Board for its decision or to re-start the search process again, in case it found the outcome of the search process unsatisfactory.
- g) The Executive Board will deliberate on the suitability of the candidate recommended by the Evaluation Committee taking into due account the President's views. The Board may decide to endorse the recommendation of the Committee or request the Evaluation Committee to re-start the search process in case it does not agree with the recommendation of the Evaluation Committee.
- h) After the Executive Board has taken a decision on the candidate to appoint as Director IOE, the President or his/her representative will make an employment offer to the candidate.
- i) Director IOE shall not be eligible for other staff positions in IFAD upon the completion of his or her term."

3. The Terms of Reference and Rules of Procedure of the Evaluation Committee state:

**"3. Responsibilities**

3.1. The Executive Board may refer to the Evaluation Committee any question related to the evaluation functions in the Fund, for which the Executive Board is responsible under the Agreement Establishing IFAD. In addition, the Evaluation Committee should have the following permanent responsibilities:

[...]

- (k) In accordance with the IFAD Evaluation Policy, assist the Executive Board in the selection, appointment, performance review and termination of the Director of the Office;"

4. The Terms of Reference's transmittal notes to the Executive Board state:

**"10. Responsibilities**

Based on rule 11.1 of the Rules of Procedure of the Executive Board, it is the Executive Board that defines the scope of the responsibilities of the Evaluation Committee. Being a subsidiary body of the Executive Board, it can only be tasked with matters that are within the competence of the Executive Board. With respect to evaluation matters the Board is inter alia empowered to:

[...]

- (d) Endorse the appointment and removal of the IOE Director;"

5. Based on the procedures outlined above, the tentative timeline presented here below outlines the steps to be undertaken in order to ensure an effective and efficient selection and appointment process.

<b>Timing</b>	<b>Action</b>
17 July 2012	<p>The Evaluation Committee discusses steps to establish a search panel to lead the selection process for the Director, IOE, which will be comprised of:</p> <ul style="list-style-type: none"> <li>• 3 representatives of the EC (including the Chairperson, 1 each from Lists A, B and C);</li> <li>• Two independent experts identified by the EC with recognized evaluation experience;</li> <li>• Representative of IFAD's senior management.</li> </ul>
July - December 2012	<p>The search panel:</p> <ul style="list-style-type: none"> <li>• Develops a position description for the Director, IOE<sup>4</sup> and agrees on advertising modalities;</li> <li>• Advertises the position description for the Director, IOE; and</li> <li>• Prepares a shortlist of applicants, conducts interviews, assesses and ranks the candidates in order of merit.</li> </ul>
Early January 2013	<p>Having consulted with the President of IFAD, the Evaluation Committee Chairperson distributes the final outcome of the search panel together with the views of the President to the Evaluation Committee.</p>
Early February 2013	<p>Meeting of the Evaluation Committee to arrive at common understanding on recommendations to be made to the Executive Board.</p>
10-11 April 2013	<p>The Executive Board considers the Evaluation Committee report on the recommended candidate and endorses the recommendation of the Committee for the position of Director, IOE.</p>

<sup>4</sup> Key elements of the Terms of Reference of the Director, IOE are included in the Revised IFAD Evaluation policy and are attached hereto for ease of reference.

## Revised IFAD Evaluation Policy – Annex II

### **Key elements of the terms of Reference of the Director of IOE**

1. In collaboration with the IFAD management, the IOE Director will be responsible for the implementation of IFAD's evaluation policy as described in this document. The IFAD Management will be specifically responsible for implementing the provisions related to the management's self-evaluation system. They will also provide the necessary environment and support to IOE Director for implementing the policy directives related to IFAD's independent evaluation.
2. Director IOE's TOR will incorporate all the responsibilities for managing IOE as the independent evaluation function of the Fund in accordance with its rules and procedures. These responsibilities will include, inter alia:
  - (i) managing IOE as an effective, efficient and independent evaluation function of the Fund;
  - (ii) developing operational policies, strategies and related instruments to enhance the independence and effectiveness of the independent evaluation function;
  - (iii) ensuring high-quality professional work by instituting the necessary enabling environment for and coaching of IOE staff and setting quality standards for IOE outputs;
  - (iv) overseeing the quality control of IOE evaluation deliverables;
  - (v) formulating and implementing the annual work programme and budget, and reporting directly to the Executive Board on evaluation issues;
  - (vi) communicating evaluation results to partners and the general public;
  - (vii) ensuring that evaluation knowledge and lessons are fed in a timely manner into key IFAD's processes for the formulation of policies, strategies and operations;
  - (viii) promoting dialogue and exchanges with the management, senior IFAD officials and Executive Board members on evaluation issues of critical importance to the Fund;
  - (ix) assisting IFAD's operations and partner countries in their evaluation capacity development; and
  - (x) representing IFAD in the United Nations Evaluation Group and the Evaluation Co-operation Group of the multilateral development banks.