



**GREEN
CLIMATE
FUND**

August 31, 2018

Dear Ms. Emily Laskar,

We are pleased to offer you an internship appointment at the Green Climate Fund (“the Fund”) for an assignment with the host Independent Evaluation Unit (IEU).

You will have the opportunity to learn and expand your experiences by providing assistance to the Office. Your primary role will include:

- a) Assist the evaluation advisor in establishing data systems with information in machine readable formats and for doing basic data analysis, including GIS data. He/she will also maintain data records, and prepare the manuals for the use of the document filing system;
- b) Support the Unit to help with the logistics, and facilitate meetings, meeting locations and assist in setting up conversations as well as assist during conferences and workshops;
- c) Assist the evaluation advisor in finding relevant literature, keep up to date on evaluation policy, standards and procedure papers and their compilation and socialization, as well as on climate change related papers and news as well as summarize these as required;

We expect your services for **six months** from **22 October 2018 – 19 April 2019**. The Fund will remunerate you in an amount of USD 1,000 per month (less any payment received from a sponsor), as a gross compensation, and does not deduct any amounts from the all-inclusive remuneration in respect of any taxes or other charges, direct or indirect, which may be levied. It is thus your exclusive responsibility to manage and, if applicable, pay for personal income and other tax-related matters.

As an international intern whose place of recruitment is outside Republic of Korea, the Fund will also provide roundtrip air tickets (economy class), which will be only booked through the Fund’s Travel team. You will be covered under GCF’s Group Medical Insurance Plan coverage and the Fund will cover the full amount of the premium (for interns with 6-month contract). You will hold the sole responsibility on your accommodation.

In the event that the Fund finds it necessary to cancel the assignment or to shorten its duration, the Fund reserves the right to adjust the terms of the assignment as necessary. You will be subject to performance evaluation(s). Please note that upon joining the Fund, you shall hold any confidential or proprietary information in confidence and shall not divulge or disclose, even after termination of your engagement by the Fund, the information or make the information available to any person or entity, other than staff, advisors or consultants engaged by the Fund or working on behalf of the Fund. During this assignment, you will be subject to the Fund’s guidelines and administrative instructions currently in effect and as they may be amended from time to time.

The detailed terms and conditions of this internship will be further stipulated in the Fund’s internal instructions for the Internship Program. Should you have any questions, please do not hesitate to contact us. Thank you.

Sincerely yours,

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Roberto La Rovere

Independent Evaluation Unit (IEU)

August 31, 2018 | 6:18 PM KST

DocuSigned by:

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Amanda Lomponda

Human Resources

August 31, 2018 | 12:59 AM PDT

Green Climate Fund

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Republic of Korea