

CIVIL SOCIETY OBSERVER SELF-SELECTION PROCESS
FOR THE
CLIMATE INVESTMENT FUND (CIF) STRATEGIC TRUST FUND SUB-COMMITTEES

Information & Instructions for Applicants for the Observer Seats

Deadline for Applications: Friday, December 4, 2009, 5:00 p.m. U.S. Eastern Daylight Time

Link to Application: <http://bit.ly/27wHLr>

CIF Committees and the Civil Society Observer Seats

The Climate Investment Fund (CIF) Trust Fund Committees were established in July 2008 to promote investments in clean technology and provide funding for pilot projects responding to climate change challenges (see www.worldbank.org/cif for more information). In January 2009, the Committees approved [Guidelines](#) for the participation of observers in the CIF meetings.

In October 2009, [RESOLVE](#), an independent nonprofit organization specializing in stakeholder involvement, multi-stakeholder consensus-building, and facilitation, was invited to organize the civil society self-selection process for observer seats on two Climate Investment Fund (CIF) Sub-Committees of the [Strategic Climate Fund](#) (SCF) Committee – the [Forest Investment Program](#) (FIP) and the [Scaling up Renewable Energy Program](#) (SREP). There are two (2) civil society observer seats on the FIP and four (4) civil society observers on the SREP.

Definition of Civil Society Organizations

Civil society organizations (CSOs) are understood to include any independent non-profit organization of individuals working toward a common objective whose mandate is relevant to the purpose and objectives of the fund which is governed by the Trust Fund Committee or Sub-Committee for which observers are being selected. This includes large international NGOs as well as national and community-based organizations (CBOs). The selection process will determine whether or not a particular organization is recognized as a CSO.

Roles and Responsibilities of Civil Society Observers

Prior to completing the application, please review the “[Guidelines for Inviting Representatives of Civil Society to Observe](#)” document, available on the CIF website (www.worldbank.org/cif). Civil society observers are invited to participate in CIF meetings as “active” observers, meaning they may:

- request the floor to speak during Committee discussions;
- request that the Co-Chairs add items to the provisional agenda; and
- recommend external experts to speak on a specific agenda items.

Civil society stakeholders have identified some important responsibilities for observers, including the following:

- Preparing for meetings and gathering input from members of your organization/network/community on the issues that will be raised at the meetings
- Taking into account the concerns of the larger civil society community (and not only your own organization/network/community)
- Sharing information from the meetings and lessons learned on the process with the larger civil society community

In addition, the [Guidelines](#) state that the observers will be responsible for helping to organize civil society participation at the annual Partnership Forum. Please note that the observer positions are volunteer (unpaid) positions.

Self-Selection Process and Timeline

October - November 2009: RESOLVE launches the self-selection process by reaching out to stakeholders to consult them on important criteria for observers and for members of an Advisory Committee that would give guidance to RESOLVE throughout the process. Drawing on the criteria generated by civil society stakeholders, RESOLVE then identifies and invites a small group of well-respected civil society members who do NOT have an interest in holding the observer seats to join the Advisory Committee.

November 1-11, 2009: The Advisory Committee helps RESOLVE refine the criteria for the observer seats and develop the self-selection process.

November 11 - December 4, 2009: RESOLVE accepts applications for the civil society observer seats and invites voters to register (one vote per organization).

December 7-11, 2009: Once the applications have been received, RESOLVE drafts a shortlist of approximately five candidates for each seat, based on the "[Criteria for Individual Candidates](#)" and presents it to the Advisory Committee, which approves a final shortlist. As a group of individuals who are well informed of the issues and/or the players involved but who are disinterested in the outcome of the process, the Advisory Committee's role is to help structure a fair process and help achieve a result that is responsive to the priorities identified by civil society members. RESOLVE invites comment from civil society stakeholders on the [proposed list of criteria](#) until December 6, 2009.

December 14, 2009 - January 8, 2010: RESOLVE posts the shortlist of candidates and widely circulates an announcement to the civil society community, inviting people to vote on the candidates. In order to vote, participants will register their nonprofit civil society organizations, networks, or small, local communities on or before January 7 (one vote per organization or community).

January 11 -13, 2010: RESOLVE compiles the results and produces a draft slate for each committee, highlighting where key criteria (detailed in the "[Criteria for Civil Society Observers](#)" document) are missing and proposing possible solutions based on the results of the voting process. The Advisory Committee considers both the results of the voting and the balance considerations when producing a final slate of seats for each committee. For example, if none of the proposed observers are women, the Advisory Committee could decide to move the woman with the highest ratings into the observer seat and make the first place candidate the alternate. The objective is to ensure that the final selections meet as many of the established criteria as possible.

RESOLVE notifies candidates and stakeholders of the results the week of January 18.

For more information and updates on the civil society self-selection process, please visit www.resolve.org/cif.

Criteria for Observers

Please review the “Criteria for Civil Society Observers” document posted on the RESOLVE website at www.resolve.org/cif. The Criteria for Individual Candidates will be used to evaluate and rank candidates for the observer seats. RESOLVE and the Advisory Committee will use the Criteria for Achieving Balance to make final selections among the applicants receiving the most votes and produce a balanced slate of observers on each committee. RESOLVE invites comment from civil society stakeholders on the proposed list of criteria until December 6, 2009.

Conflict of Interest

In our consultations with civil society members and the Advisory Committee, stakeholders have requested that observer candidates disclose any current, pending, or past relationships with the World Bank or other international financial institutions in the interest of transparency. This information will be shared with civil society members during the voting stage of the process.

Travel Support

According to the [Guidelines](#), “Travel costs for representatives from developing countries to attend the Trust Fund Committee meetings may be covered by the budget of the CIF Administrative Unit upon request.” Alternates for the SREP subcommittee are only eligible for travel funding in the event that the primary observer cannot attend. There will not be funding available for the alternates for the FIP subcommittee

Language

The CIF Committee meetings currently operate in English. In order to participate effectively in meetings, observers need to be able to read, understand, and communicate in English. The application forms must be completed in English.

Alternates

In addition to the two (2) observers on the FIP and four (4) observers on the SREP, there will be two (2) alternates for the FIP and one (1) alternate for the SREP, in order to ensure that all the observer seats are filled at each meeting. RESOLVE will select the alternates in consultation with the Advisory Committee, based on both the results of the voting process and the Criteria for Achieving Balance.

Length of Terms/Term Limits

Observers will serve for two-year terms. The terms will be staggered, so that only half the seats turn over at one time. Therefore, half of the observers selected through this initial self-selection process will serve only one year and the other half will serve two years (to be determined at random). Observers are limited to serving one term only.

Application Deadline

The application is available at <http://bit.ly/27wHLr>. Please complete the application in English by the deadline of Friday, December 4, 2009, 5:00 p.m. U.S. Eastern Daylight Time.

Contact Information

If you have any questions, please contact Ana Janaina Nelson anelson@resolve.org or (+1) 202.965.6217.