



Department
for Environment
Food & Rural Affairs

Global Centre on Biodiversity for Climate Evidence Advisory Group

October 2024 (SE Asia & Pacific) Recruitment Pack

Briefing pack for applicants

Closing date: 3 November 2024

We are the Department for Environment, Food and Rural Affairs. We're responsible for improving and protecting the environment, growing the green economy, sustaining thriving rural communities and supporting our world-class food, farming and fishing industries.

We work closely with our 33 agencies and arm's length bodies on our ambition to make our air purer, our water cleaner, our land greener and our food more sustainable. Our mission is to restore and enhance the environment for the next generation, and to leave the environment in a better state than we found it.



© Crown copyright 2023

This information is licensed under the Open Government Licence v3.0. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence/

Any enquiries regarding this publication should be sent to us at: eag-gcbc@defra.gov.uk

Contents

Defra mission statement	4
Equal Opportunities	4
Diversity	4
Disability	4
The Global Centre on Biodiversity for Climate	5
What is the Evidence Advisory Group?	5
Terms of Reference	6
The Role Specification and Essential Criteria	6
Terms and conditions of appointment	8
How to apply	9
Selection Process	9
Ineligibility Criteria	10
Equal opportunities	11
Disability	11
Conflict of interest	11
Privacy Policy	12
Data Protection	12
Further Questions	12

Defra mission statement

Defra wants Britain to be a great place to live. Our work plays a critical role in the wellbeing of everyone in the country through the creation of healthy environments, a world leading food and farming industry, a thriving rural economy and enhanced protection against floods and animal and plant diseases. Appointing high-calibre people from diverse backgrounds with relevant skills, knowledge and experience to the boards of our public bodies will help us to ensure that our work is more effective, resilient and accountable.

Equal Opportunities

UK government has a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

Diversity

We positively welcome applicants from all backgrounds. All appointments are made on merit following a fair and open competition.

Disability

Defra will be operating an interview access scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for this appointment as published in these notes. If you wish to apply for consideration under this scheme, please notify the Department when you return your application. In addition, if you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements if necessary. Furthermore, adjustments will be made in the event of a successful application.



The Global Centre on Biodiversity for Climate

The Global Centre on Biodiversity for Climate (GCBC) is a UK Official Development Assistance (ODA) programme that funds research into natural solutions to climate change, biodiversity loss, and poverty. By working in partnership with scientists, academics, and research institutions in the Global South and North, we seek to develop innovative and scalable approaches to the conservation and sustainable use of biodiversity that deliver climate solutions and improve livelihoods. The GCBC seeks to support delivery of the UN Sustainable Development Goals, Global Biodiversity Framework and Paris Agreement, and help countries achieve a nature-positive future.

The GCBC is funded by the UK's Department for Environment, Food and Rural Affairs (Defra) with International Climate Finance, working in partnership with DAI Global as the Management Lead and the Royal Botanic Gardens, Kew as the Strategic Science Lead.

The GCBC aims to:

- provide integrated solutions across climate, biodiversity, and livelihoods.
- provide an opportunity for inter- and trans-disciplinary research.
- incorporate strong engagement from the Global South, including Indigenous Peoples and Local Communities, and seek to identify good practice which can be scaled up and replicated elsewhere.
- establish a global partnership of research institutions and experts that will produce research, evidence, and data to identify the best ways to use biodiversity to address challenges around poverty and climate change.

What is the Evidence Advisory Group?

Defra has established an [Evidence Advisory Group](#) (EAG), comprising experts from a diverse range of backgrounds and geographies to provide independent advice and scrutiny on the design, scope, and outputs of the GCBC. The purpose of the EAG is to aid both Defra in their role as the governing body responsible for ensuring effective spend of public money, and the Strategic Science and Management Leads in their role leading on, delivering and managing research design, outputs and dissemination.

The primary objective of the EAG is to provide independent advice, challenge and an assurance function to the GCBC programme, including the following:

- provide advice, including on the strategic research design, direction, and specific regional and thematic contexts.
- provide suggestions of experts or organisations that could be invited to contribute to the development of the research strategy.
- provide review to the plan for the research grant calls and assess the high-level strategic relevance of bid decisions.
- provide timely and impartial challenge to developing outputs and ongoing projects as required.
- provide quality assurance of the research outputs from the GCBC, assessing research impact, including partnerships, collaborations, and communications.
- provide periodic review of the programme direction and impartial strategic advice.

Remit and Role

Members are responsible for reviewing ongoing progress relating to the development of the GCBC; this includes scoping and mapping outputs, Research Strategy objectives, approach to monitoring, evaluation, and learning (MEL), Research Grant Calls, and communications and engagement, providing verbal feedback and advice during the EAG meetings attended by Defra, the Strategic Science and Management Leads, and others where appropriate.

Members are responsible for reviewing the high-level, strategic relevance of bid decisions made by the Strategic Science Lead for GCBC funding, reviewing evidence synthesis products from the Strategic Science Lead and approach to dissemination, and advising on wider strategic engagement activities conducted by the GCBC.

Terms of Reference

The Terms of Reference are available online [here](#).

The Role Specification and Essential Criteria

The GCBC is seeking to appoint 1 new member with the skills and experience to provide independent advice and guidance on the GCBC programme and give advice on broader issues across biodiversity and climate, as set out in the remit above. We are seeking candidates with expertise and experience working within the South-East Asia & Pacific region, and who can demonstrate an understanding of the opportunities and challenges of working in this regional context.

In addition to recruiting for depth and breadth of expertise, Defra are keen to appoint members from a diverse range of careers and career stages.

Essential Criteria

Members shall be recruited as individuals based on their expertise on, and knowledge of, issues relevant to the focus of the GCBC.

In appointing Members to the EAG, the GCBC will be looking for candidates who have a breadth of experience in developing country research and who can demonstrate a clear understanding of the linkages between biodiversity, climate and sustainable development.

We will also particularly welcome applications from candidates based in Global South countries and institutions to improve the representation of Global South stakeholders in our decision making.

Within these criteria, applicants should clearly demonstrate the following personal qualities, skills and experience:

- Experience of working with or within countries in **South-East Asia & Pacific** and an understanding of the opportunities and challenges of working in this regional context.
- Significant scientific, academic, professional or industrial experience and standing in a field related to one or more of the following:
 - o Biodiversity and nature-based solutions.
 - o Climate science.
 - o Sustainability (including sustainable agriculture and horticulture).
 - o Poverty alleviation.
 - o Ecology, agroecology and regenerative farming.
 - o Marine ecosystems and fisheries
 - o Environmental management (including rewilding and large-scale landscape interventions).
 - o Economics and finance for biodiversity and climate.
 - o Justice and equity (including gender equality and social inclusion).
 - o Indigenous people and local communities.
 - o Communications, extension (advisory services) and uptake promotion.
 - o Innovation and technology.
 - o Modelling and scalability.
 - o Systems thinking approaches.

Experience of similar advisory roles is desirable, but not essential.

Terms and conditions of appointment

Period of appointment

Members are appointed for an initial fixed term of three years, with the possibility of reappointment for a further term, subject to an assessment of performance over the initial 3-year period and due consideration of the composition of the EAG and the range of strategic expertise and knowledge required by the GCBC.

Consideration is given in appointment and reappointments to:

- the performance and availability of the member to continue.
- the phasing and length of appointments to ensure a balance between continuity and fresh perspectives.
- the diversity of membership.

The appointment will commence in **November 2024**.

Time Commitment

You should ensure you have sufficient time to meet the expectations of the role.

EAG members will be required to provide **up to 10 days** of their time annually to review progress of the GCBC, engage in quarterly EAG meetings and provide verbal feedback and steer to the Strategic Science and Management Leads and Defra.

Remuneration and expenses

Claiming remuneration and travel expenses for Evidence Advisory Group related work is optional. Where claims are made, remuneration will be paid at a rate of **£39 per hour**. This includes review of pre-meeting papers and any other preparatory work. Reimbursement of reasonable travel and subsistence costs for attending hybrid-format Evidence Advisory Group meetings in person (i.e., where UK-based) will also be considered. Members will be paid through Defra payroll; remuneration is treated as income and will be subject to NI and tax deductions.

Meeting format

It is expected that the EAG will convene approximately 4-6 times per year. Meetings will be virtual or hybrid with an opportunity to attend in-person. In the case of virtual format, meetings will occur via MS Teams, with the possibility of written correspondence in-between meetings.

How to apply

To apply, candidates must submit the following four documents to: eag-gcbc@defra.gov.uk by the deadline of **11:59pm (UK time) on 3rd November 2024**:

- **Statement of suitability:** It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet the essential criteria. Please provide specific examples to establish how you meet the criteria. The statement of suitability **should not exceed 1,000 words**.
- **CV:** should include education, professional qualifications and employment history, and the names and contact details for two referees. CVs should also include a summary of recent and/ or key publications. CVs **should not exceed two sides of A4 pages** (size 12 Arial font, excluding annexes).
- Completed **Conflicts of interest and political activity** questionnaire.
- Completed **Diversity and Data Protection** questionnaire.

If you have any questions about the appointments process, require additional assistance to support you in your application, or for an informal discussion about the role please contact the GCBC team at Defra: eag-gcbc@defra.gov.uk

Selection Process

The EAG secretariat will acknowledge receipt of your application.

Selection Panel

The assessment panels will be selected from the EAG Secretariat, Defra officials, and members of Defra advisory panels.

Shortlisting

The selection panel will assess candidates based on written application against the essential criteria, in conjunction with relevant experience and expertise, to ensure the committee's

capability and capacity to assess and advise on the breadth of areas covered by the programme.

This will include an assessment of the overall geographical diversity of the EAG, to ensure representation of Global South countries and institutions, in particular those within GCBC target regions (Sub-Saharan Africa, South-East Asia & Pacific, Latin America and the Caribbean, Small Island developing states.)

Successful candidates will be invited for interview based on the evidence supplied in the application.

Interviews

Interviews are expected to take place online and will last for approximately 30 minutes. As part of the interview, candidates will also be asked to give a presentation lasting between 5 – 7 minutes on why they are a good fit for the role and their relevant experience. This should be done without the use of visual aids or any other presentational aids. Further details about the format will be provided in advance.

Reserve List

A reserve list may be held for a period of 12 months from which further appointments can be made.

Recruitment Timeline

- Panel sift will start in the week commencing: **4th November**.
- Interviews will start in the week commencing: **11th November**.
- Offers will be made and contracts will be signed in: **late November**.

Ineligibility Criteria

You cannot be considered if:

- you fail to declare any relevant conflict of interest.
- you become bankrupt or make an arrangement with creditors;
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53), or equivalent;

- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986, or equivalent;

We welcome applications from candidates worldwide. Therefore, where the laws referenced above pertain to the UK, we will assess the eligibility of applicants based outside the UK on a case-by-case basis.

Equal opportunities

We recognise the challenges that people with protected characteristics may experience in their career progression. We want an EAG that celebrates and embraces diversity of thought and experience. We are fully committed to being inclusive and ensuring equal opportunities. We hope to attract a range of diverse applicants – particularly from Black, Asian and Minority Ethnic (BAME) groups, people with a disability and people with gender diverse identities.

Disability

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. 'Minimum criteria' means you must provide sufficient evidence in your application, demonstrating that you meet the minimum level of competence required for each essential criterion, as well as meeting any of the qualifications, skills or experience required. Defra is committed to the employment and career development of disabled people. To show this we proudly display the Disability Confident Leader logo. More information about Disability Confident Leaders is available by clicking this [link](#). If a person with disabilities is put at a disadvantage compared to a nondisabled person, we have a duty to make reasonable changes to our processes where possible. If you need a change to be made so that you can make your application, please contact the EAG Secretariat at eag-gcbc@defra.gov.uk

Conflict of interest

If you have any real or perceived conflict of interest that might affect your ability to undertake this role, please provide details in your supporting letter. You should disclose information on any relevant business interest, public appointment or position of authority, including any other

connection with commercial, public or voluntary bodies. Any actual or perceived conflicts of interest will be fully explored by the Assessment Panel at the shortlisting and interview stages.

Privacy Policy

We will keep the data of successful candidates for the duration of their contract with the department and according to our retention policy at the end of that contract.

We will keep the data of reserve candidates for one year. Where candidates are unsuccessful their data will be destroyed within 30 days following the announcement of the results.

The material you submit will be reviewed by Defra, the grant administrator and other panel members.

The equality, diversity and inclusion questionnaire will be treated in confidence.

Data Protection

Defra is committed to protecting your privacy and processing your personal information in a way that meets the Data Protection Act 1998 requirements.

Further Questions

For queries about the application process please e-mail: eag-gcbc@defra.gov.uk