



Department  
for International  
Development

**ica** Independent  
Commission  
for Aid Impact

# Chief Commissioner Independent Commission for Aid Impact

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Information pack for candidates



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# RECRUITMENT – CHIEF COMMISSIONER OF THE INDEPENDENT COMMISSION FOR AID IMPACT

## Introductory note

Thank you for your interest in this appointment.

This is an exciting opportunity to lead an organisation that is at the heart of the UK international development effort, providing independent scrutiny of the effectiveness of all UK government aid totalling around £13bn a year.

The Independent Commission for Aid Impact (ICAI) sets its own work programme, examining key strategic issues facing UK Aid programmes, and supports Parliament to hold the Government to account for the impact and value for money of those programmes.

ICAI's work is high profile. ICAI reviews span the breadth of the UK's aid priorities, from migration, global health threats and aid in conflict affected countries, to tackling violence against women and girls and tax avoidance and evasion. They examine key international development challenges and their findings inform public and parliamentary debate. In addition to providing independent scrutiny, ICAI reviews contribute to improving the effectiveness and impact of UK aid.

The Chief Commissioner will work independently of Government, and bring considerable international development and leadership experience to the role, leading the Board with two other commissioners to develop a strategic work programme. The Chief Commissioner represents ICAI and its work to a range of important audiences, including Parliament.

The successful candidate will be expected to take up post in July 2019 (after a phased induction) for a single four year term.

More detail about ICAI, the Chief Commissioner vacancy, and the application process can be found in this pack.

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# Background to ICAI

### Background to the Independent Commission for Aid Impact (ICAI)

The Independent Commission for Aid Impact (ICAI) is an advisory non-departmental public body (aNDPB) of the Department for International Development (DFID). ICAI was established in May 2011 and provides scrutiny of all UK government aid spending. ICAI reports on its work to Parliament through the House of Commons International Development Committee.

ICAI's formal remit is to "provide independent evaluation and scrutiny of the impact and value for money of all UK Government ODA". Its functions are to:

- carry out a small number of well-prioritised, well-evidenced, credible, thematic reviews on strategic issues faced by the UK Government's aid spending;
- inform and support Parliament in its role of holding the UK Government to account; and
- ensure its work is made available to the public.

The Chief Commissioner leads a Board of Commissioners to undertake thematic reviews on strategic issues faced by the UK Government's aid spending. Recent reviews have examined UK aid's work in a conflict affected country, its response to irregular migration in the Central Mediterranean, and the work of the cross-government Prosperity Fund. The Board is supported by a contracted service provider and a secretariat of civil servants.

ICAI's work programme is developed and agreed by a Sub-Committee of the House of Commons International Development Select Committee. This Sub-Committee is focused on the work of ICAI and takes evidence from ICAI and Government departments on ICAI reports.

Further information about the work of ICAI can be found on its website: <https://icai.independent.gov.uk/>

A Cabinet Office mandated review of ICAI, published in December 2017, may also be of interest: [ICAI Tailored Review](#).

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## Key Roles and Responsibilities

The key roles and responsibilities of the Chief Commissioner are to:

- Represent ICAI effectively to a broad range of domestic and international audiences including the UK Parliament.
- Lead the ICAI Board, oversee and set direction for the delivery of reviews that provide independent evaluation and scrutiny of the impact and value for money of all UK Government Official Development Assistance.
- Lead the development of ICAI's work programme, ensure commissions are strategically focused and prioritised, and focus on the delivery of well-evidenced, high quality, thematic reports.
- Ensure review consistency and impact through detailed engagement across and within reviews.
- Establish ICAI's overall strategic direction within the policy and resource framework determined by Government; ensure its resources are managed effectively reflecting the organisation's role and values.
- Inform and support Parliament in its role of holding the UK Government to account, reporting to the International Development Select Committee on ICAI's work.
- Contribute to continuous improvement in the impact of UK aid, monitoring implementation of ICAI findings and ensuring their dissemination.
- Provide leadership, challenge and direction to ICAI Commissioners, Secretariat and Contractors, enabling these component parts to operate as one first-class aid scrutiny body.
- Build effective relationships with key stakeholders, including the International Development Select Committee and government departments providing Official Development Assistance.

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## **Vacancy description**

**Job Title:** ICAI Chief Commissioner

**Salary:** Salary is linked to the DFID Director range which starts from £92,960 plus a benefits and pension package. The actual salary will be agreed, subject to negotiation on the final working arrangements.

### **Vacancy Description**

A Board of Commissioners is being recruited to ICAI for a single four year term from 2019. As the Chief Commissioner you will use your international development experience and senior leadership skills to set the direction for ICAI's work, ensuring it delivers high quality scrutiny of the impact and value for money of UK Aid. You will work independently to hold Government to account, reporting directly to Parliament.

ICAI needs a leadership team with a diverse a mix of relevant skills and experience to undertake the role of scrutinising UK Government Official Development Assistance (ODA).

The full time role will be based in London with short periods of international travel required (including to fragile and conflict affected states) in the course of undertaking a review.

You will be a credible leader in high personal standing within your specialism, able to demonstrate independence from Government and specific interest groups (where there could be potential conflicts of interest), able to adhere to the Seven Principles of Public Life and the highest levels of professional integrity and propriety.

### **Selection criteria**

**All appointments are made following an open competition conducted in accordance with the public appointments governance code.**

Your application should demonstrate how you meet the following criteria:

#### **Essential criteria**

- Extensive experience in international development and in at least one of evaluation, audit or finance contexts, as well as an understanding of public policy.
- Strong senior leadership skills and an ability to set the strategic direction of an organisation.

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- An ability to deliver in a complex political and operating environment, and uphold the principles of independence and objectivity.
- An ability to build and maintain constructive, transparent, strategically important relationships to command the confidence of a range of stakeholders including the UK Parliament, aid beneficiaries and international development practitioners.
- Effective communication skills; with experience of presenting with credibility to a broad range of domestic and international audiences. Key audiences in this role will include Parliament, media, industry practitioners and beneficiaries, as well as Government ministers and senior officials.
- Extensive experience and a proven track record of successfully overseeing and leading teams of technical experts and delivering projects to tight timescales. Specifically, an ability to:
  - clearly articulate direction and scope of projects;
  - ensure schedule and quality standards are maintained across reviews; and
  - ensure conclusions and recommendations are relevant, objective and evidence-based.

### **Desirable criteria**

- Experience of undertaking scrutiny roles (private, public or voluntary sector experience).
- Understanding select committee processes.

**Further guidance about how to apply** can be found on the following pages.

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## How to apply

**The closing date for applications is Sunday 10 June 2018.**

To apply for this post please email the following documentation to [ICAI-recruitment@dfid.gov.uk](mailto:ICAI-recruitment@dfid.gov.uk) :

- A **CV** setting out your career history, highlighting specific responsibilities and achievements relevant to this role. Please ensure you include your full name and contact details (including email address).
- A **personal statement**, providing evidence of your suitability for the role, making specific reference to all of the essential selection criteria set out above. We suggest this statement is no longer than two pages.
- A completed **diversity monitoring form**. All monitoring data will be treated in the strictest confidence and will not affect your application in any way. [Annexe A]
- Completed **candidate supporting information form**, including the names of at least two professional references who may be contacted at the shortlist stage. No contact with referees will be made without your prior knowledge [Annexe B]
- A completed Guaranteed Interview Scheme form (if you wish to apply under this scheme). [Annexe C]

All applications should be sent to [ICAI-recruitment@dfid.gov.uk](mailto:ICAI-recruitment@dfid.gov.uk). The Recruitment Team will acknowledge your application. Please contact Lorraine Patrick at [Lorraine-Patrick@dfid.gsx.gov.uk](mailto:Lorraine-Patrick@dfid.gsx.gov.uk) if you do not receive an acknowledgment of your application.

If you cannot apply via email please post applications, by no later than the closing date of 23:00 Sunday 10 June 2018, to:

FAO: Lorraine Patrick  
Department for International Development  
Abercrombie House  
Eglesham Road  
East Kilbride  
G75 8EA

# RECRUITMENT – CHIEF COMMISSIONER OF THE INDEPENDENT COMMISSION FOR AID IMPACT

## Overview of the appointment process

The role of Chief Commissioner for ICAI is subject to appointment by the Secretary of State for International Development. HM Government Ministers and the Commissioner for Public Appointments have designated the Chief Commissioner of ICAI as a significant appointment and the process will follow the Governance Code on Public Appointments.

In accordance with this code, an advisory assessment panel will sift applications, interview shortlisted candidates, and submit a list of appointable candidates to the Secretary of State to make the final appointment. The House of Commons International Development Select Committee will hold a pre-appointment hearing with the successful candidate before the appointment is made by the Secretary of State.

### Advisory assessment panel composition

The panel will be comprised of:

- Tom McDonald - National Audit Office, acting as a senior independent panel member with responsibility for providing assurance that the process of appointment is made in line with the Principles of Public Appointments
- Paul Scully, MP – Chair of the International Development Committee Sub-Committee on the work of ICAI
- Joy Hutcheon (Director General, Finance and Corporate Performance), Department for International Development)
- ICAI Head of Secretariat – Ekpe Attah

The role of the Panel is to provide the Secretary of State with a list of candidates who are capable of undertaking the role.

### Applications

Applications must be received **by no later than 23:00 on Sunday 10 June 2018**. Details of what is required in the application can be found in the how to apply section (page 8).

### Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to this role. They are required to declare any actual, potential or perceived conflict of interest, what the nature of the conflict is, and whether it is likely to, or could appear to interfere materially with their objective judgement when carrying out the role. The successful candidate will be required to comply with ICAI's conflict of interest policy.

Please declare any potential conflicts of interest with your application.

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## Sifting

Applications will be sifted by the advisory assessment panel against the selection criteria (see pages 6 & 7). The advisory panel will rely on the information you provide in your CV and personal statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the criteria.

## Panel interview

The advisory assessment panel will invite candidates who have met the criteria for a competency-based interview which will include a short presentation.

## Shortlisting

The advisory panel will submit a list of appointable candidates to the Secretary of State. You may be invited to a further interview by the Secretary of State before a decision is made.

## Pre-appointment hearing

The House of Commons International Development Select Committee will hold a pre-appointment hearing with the successful candidate before a final decision is made. A pre-appointment hearing enables select committees of the House of Commons to take evidence from a preferred candidate for key public appointments. The Secretary of State will then consider observations made by the committee before making a decision.

## Arrangements for interviews

Interviews with the advisory assessment panel will be held at 22 Whitehall, London, SW1A 2EG, currently scheduled for week commencing 09 July [tbc]. You will be advised of the format in advance.

Reasonable travel expenses will be reimbursed to candidates who attend for Interview.

## Indicative timeline

The anticipated timeline for the recruitment process is as follows (dates are indicative and subject to change):

Activity	Indicative date
Advert closing	10 June 2018
Advisory panel interviews	Week commencing 09 July 2018 [tbc]
Appointment decision	Late July /early August
Pre-appointment hearing	Early Autumn

## RECRUITMENT – CHIEF COMMISSIONER OF THE INDEPENDENT COMMISSION FOR AID IMPACT

Phased induction	From January 2019
Contract start date	July 2019

### Security clearance

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years, nationality and immigration status, and criminal record (unspent convictions only).

The successful candidate must be willing to obtain security clearance to SC Clearance level. For further information, please follow this link: <https://www.gov.uk/guidance/security-vetting-and-clearance>

### If you are not completely satisfied

DFID will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Lorraine Patrick at [Lorraine-Patrick@dfid.gsx.gov.uk](mailto:Lorraine-Patrick@dfid.gsx.gov.uk).

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments.

Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road London  
SW1A 2HQ

Tel: 0207 271 8938

Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

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## **Terms and conditions**

### **Length of tenure**

A single 4 year term from July 2019 until June 2023.

The successful candidate will lead ICAI from July 2019, with a phased induction planned from January 2019. The working arrangements for the handover period (January – July 2019) will be confirmed once the successful candidate has been appointed, with plans for 50 paid days of work between January and July.

### **Location**

Central London.

Overseas travel will be required to both fragile and non-fragile states.

### **Working arrangements**

The recent Tailored Review of ICAI recommended that the Chief Commissioner's role should be full-time; final working arrangements will be agreed with the successful candidate.

### **Salary range.**

Salary is linked to the DFID Director range which starts from £92,960 plus a benefits and pension package. The actual salary will be agreed, subject to negotiation on the final working arrangements.

### **Accountability**

The Chief Commissioner is appointed by, and responsible to the Secretary of State for International Development, who is ultimately accountable to Parliament for the activities of ICAI. The Chief Commissioner reports on ICAI's performance to the International Development Select Committee.

### **Equality and diversity**

DFID has a strong commitment to diversity and equality of opportunity. DFID is committed to appointing diverse, talented and high-performing individuals and welcomes applications from candidates irrespective of their background, gender, race, sexual orientation, religion or age, providing the required criteria are met. Applications from women and BME candidates in particular are encouraged.

### **Nationality**

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Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

### **Nationality requirements**

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

### **Standards in public life and ensuring public confidence**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the [Code of Conduct for Board Members of Public Bodies](#).