



Department
for International
Development

ica Independent
Commission
for Aid Impact

Commissioner Independent Commission for Aid Impact

Information pack for candidates



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Introductory note

Thank you for your interest in this appointment.

This is an exciting opportunity to be part of the leadership team of an organisation that is at the heart of the UK aid scrutiny landscape, providing independent scrutiny of the effectiveness of all UK Government aid, totalling around £14bn 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 in holding the Government to account for the impact and value for money of those programmes.

ICAI is led by a Board of three Commissioners, each of whom serves a four year, non-renewable, term. A new Chief Commissioner, Dr Tamsyn Barton, has recently been recruited and we are now looking to recruit two new part time Commissioners to complete the leadership team. The successful candidates will be expected to take up post in July 2019 (after a phased induction).

ICAI's work is high profile. ICAI reviews span the breadth of the UK's aid priorities, from education, 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.

More details about ICAI, the 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 (IDC).

ICAI's remit is to provide independent evaluation and scrutiny of the impact and value for money of all UK Government overseas development assistance (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.

Recent reviews have examined DFID's transport and urban infrastructure investments, the UK's humanitarian support to Syria, and the work of the cross-government Conflict, Stability and Security Fund, amongst other issues.

The Board is supported by a secretariat of civil servants and a contracted service provider.

ICAI's work programme is developed and agreed by a Sub-Committee of the IDC. 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](#).

Key Roles and Responsibilities

The role of an ICAI Commissioner involves:

- Reporting to the Chief Commissioner and supporting her leadership of ICAI, including through the development of a programme of scrutiny of UK Overseas Development Assistance (ODA).
- Membership of the ICAI Board which is responsible for setting ICAI's strategic direction and reviewing its performance.
- Working with the Chief Commissioner, leading and overseeing reviews of UK Government's aid spending and the production of high quality, well-evidenced and impartial reports by the service provider, supported by the secretariat.
- Representing ICAI to stakeholders (including Government), which includes giving evidence to the IDC and its ICAI Sub-Committee.
- Monitoring implementation of ICAI recommendations and ensuring their dissemination and uptake within Government, thereby contributing to continuous improvement in the impact of UK aid.

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Vacancy description

Job Title: ICAI Commissioner

Remuneration: Remuneration will be at the rate of £381 per day with an expected commitment of 70 days per annum

Vacancy Description

A Board of Commissioners is being recruited to ICAI for a single four-year term from 2019. As a Commissioner you will use your professional expertise and experience and senior leadership skills to set the direction for ICAI's work, ensuring it delivers high quality, impartial scrutiny of the impact and value for money of UK aid. You will work as part of teams to generate credible assessments of UK aid spending. You will work independently to hold Government to account, reporting directly to Parliament.

ICAI are currently located in Gwydyr house in Whitehall, Commissioners should expect reasonable travel to 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, with demonstrable achievements at a senior level in your field of expertise. You will be 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

- 1) Demonstrably successful leadership experience in the public, private or voluntary sectors. We are seeking leaders who are inspiring, confident and empowering, and who take a collegial approach to delivery.
- 2) A strong professional background. Ideally, this will include international development experience, but applications with experience in one or more of the areas of finance, evaluation or audit are also welcomed.
- 3) An ability to build and maintain relationships to command the confidence of a range of stakeholders including the UK Parliament, Government

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departments, aid beneficiaries and international development practitioners.

- 4) Independence and objectivity whilst maintaining positive relationships and transparent engagement with a diverse range of stakeholders.
- 5) Effective team working at Board level, and the ability to work collaboratively with their fellow Commissioners, ICAI secretariat staff and contracted suppliers. The role is a 'hands on' one and you will be expected to work as part of a team at all stages of producing a review.
- 6) Effective communication skills; with experience of presenting with credibility to a broad range of domestic and international audiences, including Parliament, industry practitioners and beneficiaries, as well as Government ministers and senior officials.
- 7) 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 and based on evidence.

In addition, successful candidates will need to be IT literate and administratively self-sufficient.

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 23 January 2019.

To apply for this post please email the following documentation to **ICAI-Recruitment@DFID.gov.uk**:

- A **CV of no longer than three pages** 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 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. [Annex A]
- A completed **candidate supporting information form**, including the names of at least two professional references who will be contacted before any appointment is confirmed. No contact with referees will be made without your prior knowledge [Annex B]
- A completed Guaranteed Interview Scheme form (if you wish to apply under this scheme). [Annex C]

All applications should be sent to **ICAI-recruitment@dfid.gov.uk**. The Recruitment Team will acknowledge your application. Please contact Lorraine Patrick at **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 January 2019, to:

FAO: Lorraine Patrick
Strategy Unit (Alba Building)
Department for International Development
Abercrombie House
Eaglesham Road
East Kilbride
G75 8EA

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Overview of the appointment process

The role of Commissioner for ICAI is subject to appointment by the Secretary of State for International Development. The recruitment 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 ranked list of appointable candidates to the Secretary of State to make the final decision.

Advisory assessment panel composition

The panel will be comprised of:

- Daniel Thornton – Director of External Relations ARK – Independent panel member
- Paul Scully, MP – Chair of the International Development Committee Sub-Committee on the work of ICAI
- Juliet Chua - Director General, Finance and Corporate Performance, Department for International Development (Panel Chair)
- Dr Tamsyn Barton – Incoming ICAI Chief Commissioner

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 hours on 23 January 2019**. Details of what is required in the application can be found in the how to apply section (page 9).

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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Shortlisting

Applications will be sifted by the advisory assessment panel against the selection criteria (see pages 7 & 8). 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 essential criteria.

All shortlisted candidate will be invited to discuss the role with ICAs Chief Commissioner before the interview

Panel interview

The advisory assessment panel will invite to interview candidates who best meet the essential criteria. The interview, which may include a short presentation, is intended to test further the extent to which each short-listed candidate meets the selection criteria. Candidates will be informed by email as to whether they have been successful in being invited to interview. **Full details of the interview process will be provided at this stage.**

Following interview

The advisory panel will submit a list of appointable candidates to the Secretary of State. The Secretary of State may also choose to interview all appointable candidates before coming to a final decision.

Arrangements for interviews

Interviews with the advisory assessment panel will be held at 22 Whitehall, London, SW1A 2EG, currently scheduled for the week commencing 25 February 2019. Short-listed candidates 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	23 January 2019
Advisory panel interviews	w/k commencing 25 February (tbc) 2019
Appointment decision	Mid March 2019
Phased induction	May 2019
Contract start date	July 2019

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Security clearance

Before the appointment of the successful candidate can be confirmed, DFID 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.

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

Terms and conditions

Length of tenure

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

The successful candidate(s) will take up post in July 2019, with a phased induction planned from around May 2019. Prior to taking up the appointment working arrangements for induction days will be discussed with individual candidates. During the term the successful candidate will spend up to 70 days per annum on work relating to this arrangement.

Location

ICAI are currently based in Gwydyr House in Central London, Commissioners should expect reasonable travel to the office

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

Working arrangements

The roles of ICAI Commissioners are on a part time basis of 70 days per annum. Final working arrangements will be agreed with the successful candidates but the number of working days is likely to vary by month. Experience to date is that approximately 80% of days are spent working on reviews and 20% are spent on governance, such as board meetings.

Remuneration

£381 per day, plus expenses (in line with standard DFID rates).

Accountability

ICAI Commissioners report to the Chief Commissioner.

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 BAME candidates in particular are encouraged.

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](#).

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Candidates will also be subject to UK immigration requirements.

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](#).