



Short-Term Consultant: Readiness Support

BACKGROUND

The Adaptation Fund, a trust fund housed within the World Bank, was established by the parties to the Kyoto Protocol to finance concrete adaptation projects and programmes in developing countries that are parties to the protocol and are particularly vulnerable to the adverse effects of climate change. Since 2010 the fund has dedicated around US\$ 477 million to increase climate resilience in 76 countries around the world. The Global Environment Facility (GEF), through a dedicated team of officials, provides secretariat services to the Fund's governing body, the Adaptation Fund Board.

One of the innovative features of the Adaptation Fund (the Fund) is that countries can have direct access to the funds through an accredited National Implementing Entity (NIE), without involvement of multilateral agencies such as development banks or UN agencies. Alternatively, the countries can use the conventional path of accessing funding through accredited Multilateral Implementing Entities (MIEs) and Regional Implementing Entities (RIEs). The Fund has pioneered direct access to its funds by eligible entities as one of its innovative features. It has successfully enabled direct access for accredited National Implementing Entities (NIEs).

1. At its twenty-first meeting, the Adaptation Fund Board (the Board) recognized the need for a programme to support readiness for direct access to climate finance whose overall goal would be to increase the number of accredited NIEs and strengthen their overall capacity through a range of capacity enhancement measures, ranging from support in the identification of potential NIEs within a country to strengthening the appraisal, design, implementation, and monitoring of adaptation projects and programmes undertaken by NIEs as well as RIEs. The Fund's Readiness Programme was subsequently launched in May 2014, a decision that was supported by Parties to the Kyoto Protocol at the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 10), at which the Parties recognized the Adaptation Fund Readiness Programme and decided to invite *further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5.*¹ The Parties also requested the Board *to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:*

- (a) *Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;*

¹ Decision 1/CMP.10, paragraph 9.

- (b) *Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;*².

The Adaptation Fund provides through the Readiness Programme, readiness and capacity building support for developing countries to directly access funds for adaptation. The Readiness Programme also provides readiness and capacity building support for project development, and as per the Fund's Medium-Term Strategy (MTS) approved by the Adaptation Fund Board in October 2017, support for project implementation. The Readiness Programme employs a variety of instruments and tools such as grants, seminars, workshops and country exchanges to deliver support to accredited implementing entities and developing countries seeking to access funds from the Fund. It is intricately linked to knowledge management activities within the Fund, and The Fund's knowledge management and action plan specifically refers to capturing knowledge generated through the Readiness Programme.

The Adaptation Fund is recruiting a Short-Term Consultant to provide support to the readiness unit, particularly in the launch and review of readiness grants, implementation of capacity building activities, and the delivery and monitoring of the various Fund instruments and tools under readiness. The consultant will be supervised by the Programme Officer (Readiness).

SCOPE OF WORK

The successful candidate will be expected to carry out the following duties and responsibilities:

Support for Readiness Events (35 days)

- Prepare webinar and workshop materials, develop draft agenda together with the Programme Officer (Readiness), and general workshop planning for the annual NIE seminar, regional workshops and country exchanges
- Capture event proceedings in a report according to the Fund document preparation and reporting guidelines
- Administer evaluation surveys and the subsequent consolidation and analysis of feedback
- Assist in preparation of meetings other readiness events as necessary
- Attend readiness events as necessary
- Support for readiness events includes posting relevant material and updating the Fund website readiness pages and other online platforms which include:
 - Climate Finance Ready microsite
 - Community of practice online platform

Support the launch, review and approval of readiness grants (15 days)

- Preparation of materials such as calls for proposals, website blurbs etc., for the annual launch, review and approval of South-South Grants, Technical Assistance Grants, and other Readiness grants
- Uploading readiness project related documents onto the Fund website
- Support the preparation of readiness project review and decision documents

Supporting Results Based Management function under the readiness portfolio (24 days)

- Monitoring readiness project reports, notifications to implementing entities, and providing information for the readiness component of the Financial Intermediary Funds (FIF) platform

² Decision 2/CMP.10, paragraph 5.

- Assess and file readiness project monitoring and completion reports and raise any issues that arise with the programme officer (readiness) for actioning
- Oversee the desktop database of national and regional implementing entities, and update as and when informed by the implementing entity
- Oversee the Fund's SurveyMonkey account including administering and analyzing surveys through the account
- Undertake research, analysis and synthesis of data from the Readiness Programme portfolio to feed information into the Fund's Annual Performance Report
- Generate data and information as necessary related to the tracking of output and outcome indicators to inform strategy and operations of the Readiness Programme in line with the programme Results Framework

Support for the Knowledge Management component of readiness activities (6 days)

- Work with the programme officer (readiness) to capture and share lessons from readiness activities internally and externally to the Fund
- Support the programme officer (readiness) in fulfilling readiness deliverables outlined in the Fund's Knowledge Management Action Plan in contribution to implementation of the Fund's Knowledge Management Strategy
- Support the readiness coordinator in collaboration and communication with Fund partners and other readiness providers
- Work with the programme officer (readiness) to support the Fund's community of practice (CoP) and advance the community on-line platform
- Support online technical support for the hosting of webinars for implementing entities
- Work with the programme officer (readiness) and senior programme assistant to facilitate translation of relevant guidance documents that support implementing entity readiness and capacity building

SELECTION CRITERIA

- Bachelor's degree with at least 3 years of relevant experience.
- Knowledge of readiness practices and capacity building for climate finance access and disbursement.
- Appreciation of capacity building framework under the UNFCCC would be beneficial
- Experience on climate change adaptation would be an added advantage.
- Experience or exposure to work in developing countries, especially on capacity building
- Ability to deal with sensitive or time-sensitive issues, in a prioritized manner.
- Excellent written communication and document preparation skills in English. Fluency in written and spoken French or Spanish is a plus.

FURTHER DETAILS

- Contract duration will be 80 working days.

APPLICATION

- Interested candidates should send a cover letter and resume to afbsec@adaptation-fund.org with 'STC- Readiness Support' in the subject line by August 14, 2018.