



ADAPTATION FUND

Adaptation Fund

Short-term consultancy position

Chair – Technical Evaluation Reference Group (TERG) of the Adaptation Fund

Terms of Reference for the Chair of the AF-TERG

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. As of April 2018, the Fund has dedicated around US\$476 million to increase climate resilience in 73 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. The Fund has pioneered direct access to its fund by eligible entities as one of its innovative features. It has successfully enabled direct access for accredited National Implementing Entities (NIEs). The other access modalities include through Regional Implementing Entities (RIEs) and through the most commonly used Multilateral Implementing Entities (MIEs). So far, the Fund has accredited 28 NIEs and six RIEs.

The Adaptation Fund Board (the Board) endorsed an evaluation framework for the Fund at its thirteenth meeting, which was developed in accordance with international standards in evaluation; it includes evaluation principles and criteria and two overarching objectives. A revised version of the framework, contained in document AFB/EFC.6/4, was approved at the Board's fifteenth meeting.

The Board had first entrusted the Global Environment Facility - Independent Evaluation Office (GEF IEO)¹ with the evaluation function of the Fund, for an interim three-year period. At its thirtieth meeting, in October 2017, the Board decided to re-establish a long-term evaluation function for the Fund through a Technical Evaluation Reference Group (AF-TERG). The terms of reference of the AF-TERG were approved at the thirty-first meeting of the Board, in March 2018.

The AF-TERG is an evaluation advisory group, comprised of an independent group of experts in evaluation who are all functionally independent of the secretariat, accountable to the Board, established to ensure the independent implementation of the Fund's evaluation framework. A small AF-TERG secretariat composed of a full-time dedicated staff position supported by a part-time consultant and Secretariat administrative staff as needed will provide support to the AF-TERG, in particular with regard to the arrangements for the implementation of the evaluation work programme.

The Chair of the Technical Evaluation Reference Group of the Adaptation Fund (the AF-TERG) is selected as guided by the Terms of Reference of the AF-TERG (AF-TERG TOR) approved

¹ Known as the Global Environment Facility (GEF) Evaluation Office at the time of decision B.15/23

by the Adaptation Fund Board (the Board) at its thirty-first meeting. The Chair of the AF-TERG is appointed by the Board following recommendation from the AF-TERG Recruitment Working Group established by the Ethics and Finance Committee (EFC) of the Board, through a competitive recruitment process administratively supported by the Board Secretariat.

The Chair of the AF-TERG will be responsible for the following:

Strategic leadership

- Provide strategic guidance and vision for the work of the AF-TERG;
- Lead and guide the work of the AF-TERG to fulfil the AF-TERG TOR, including independent commissioning of evaluations, oversight and advisory functions, and implementation of its multi-year work programme;
- Coordinate the development of the AF-TERG work programme, and ensure budgets are available in consultation with the Secretariat and EFC;
- Participate in the recruitment of the other AF-TERG members, as part of the AF-TERG Recruitment Working Group;
- Ensure AF-TERG focal persons are assigned to and take responsibility for specific work streams;
- Direct and provide regular guidance to the AF-TERG Secretariat in work substance related matters;
- Ensure independence of the AF-TERG work, while liaising and engaging with the Adaptation Fund Board and its Committee as well as the Adaptation Fund Board Secretariat, in order to ensure the independent work of the AF-TERG is appropriately prioritized and relevant, and available in a timely manner;
- Monitor the Board's follow-up on AF-TERG recommendations, to be able to further advise the Board, as needed, and to inform subsequent evaluations.

AF-TERG meetings

- Identify meeting topics and prepare a meeting agenda with support from the AF-TERG Secretariat;
- Ensure an agenda is discussed for any changes or additions and agreed;
- Ensure any conflict of interest is raised, discussed where appropriate and documented if needed;
- Summarize and approve actions of the meeting at the end of each day;
- Approve the minutes of the meeting;
- Coordinate periodic calls with all available AF-TERG members between the AF-TERG face-to-face meetings.

Relations and accountability with the Board and EFC

- Provide regular updates to the EFC and represent the AF-TERG at EFC meetings and Board meetings;
- Present and discuss multi-year and annual work programmes with the EFC and take into account EFC and Board suggestions for topics for evaluation or review.
- Provide the Board, on an annual basis, with an evaluation assurance statement and a report on the implementation of its work programme. AF-TERG will also routinely provide the Board with its own independent evaluations.

Time commitment

The AF-TERG Chair should be prepared and able to dedicate at least one working day per week to AF-TERG matters, including a weekly call with the AF-TERG Secretariat, ongoing correspondence and timely review of documents. The Chair is also expected to participate annually in at least one AF-TERG meeting, two EFC meetings and, on invitation, one or two Board meetings. The AF-TERG Chair should also be prepared and able to commit additional time under exceptional circumstances.

These commitments may not be uniformly distributed throughout the calendar year. For example, periods before and after AF-TERG, Board, and Strategy Committee meetings may require greater levels of input from the Chair.

Required Qualifications

The successful candidate will be a widely recognized individual across the evaluation community as a source of knowledge, with a track record in strategic and global thinking, and high levels of autonomy and integrity. He/she should demonstrate the following:

- At least a Master's Degree or equivalent in environmental studies, project management, evaluation, or other related fields;
- A, with at least 15 years of professional experience in evaluation work at progressively increasing levels, related to monitoring / evaluation / research and management;
- Evaluation experience: extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods; a strong record in designing and leading overall evaluations; technical competence in the area of evaluation (theory and practice), and a strong methodological background;
- At least one of the three following qualifications:
 - o Climate finance experience, especially extensive knowledge of, and experience in applying climate change adaptation concepts;
 - o Strong knowledge in project management with strong emphasis on monitoring and evaluation;
 - o Extended experience in designing, implementing and evaluating adaptation projects and programs in developing countries, covering key adaptation thematic areas;
- Experience in least developed countries, working with those most vulnerable to climate change impacts, would be an asset;
- Extended knowledge of the Adaptation Fund and of UNFCCC, Paris Agreement, Kyoto Protocol and climate change and other environmental international regimes and policies;
- Extended knowledge on operational aspects of institutions (policies, governance, or accounting);
- Ability to communicate on complex and highly specialised issues at senior management and executive meetings;
- Excellent relationship and communication management skills;
- Experience in setting up and executing a budget;

- Sensitivity to gender, political, and respect for cultural, aspects;
- Excellent command of English and fluency in at least one of the other five official languages of the United Nations (Arabic, Chinese, French, Russian and Spanish) would be an asset.

Duration

The successful candidate will be offered a retainer contract in the form of a short-term consultancy position following the World Bank rules, for up to 30 working days/year. Members of the AF-TERG normally serve for a period of three years, and are eligible to serve not more than two consecutive terms or six years. The membership of the AF-TERG is managed so that approximately one-third of its membership should retire by rotation every two years. The very first members of the TERG will therefore be granted exception in number of years of service to allow for effective initiation of the rotation system.